Center for Educational Performance and Information (CEPI)

Michigan Education Information System
(MEIS)

School Code Master (SCM)
Version 3.0

User's Guide
Public Users

Questions?
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e-mail: CEPI@Michigan.gov

Contents

Introduction 4
1 Public Access 4
1.1 CEPI Home Page 4
1.2 MEIS Data Services 5
1.3 Application 6
1.4 School Code Master Interface 7
2 School Directories 9
2.1 Search by School/Facility Name 9
2.1.1 Step 1: Click the "School/Facility Name" link 9
2.1.2 Step 2: Click on the first letter of the school/facility name 10
2.1.3 Step 3: Select the school/facility 11
2.1.4 View school information 12
2.1.5 Detailed description 13
2.2 Search by District Name 15
2.2.1 Step 1: Click the District Name link 15
2.2.2 Step 2: Click on the first letter of the school district's name 16
2.2.3 Step 3: Select the school district 17
2.2.4 View district information 18
2.2.5 Detailed description 19
2.3 Search by City 21
2.3.1 Step 1: Click the City link 21
2.3.2 Step 2: Click the first letter of the city's name 22
2.3.3 Step 3: Select the city 23
2.3.4 Browse listings 24
2.4 Search by County 25
2.4.1 Step 1: Click the County link 25
2.4.2 Step 2: Select the first letter of county name 26
2.4.3 Step 3: Select the county 27
2.4.4 Browse the listing 28
2.5 Search by Public School Academy 29
2.5.1 Step 1: Click the Public School Academy link 29
2.5.2 Step 2: Click the first letter of public school academy name 30
2.5.3 Step 3: Select the public school academy 31
2.5.4 View the Public School Academy information 32
2.5.5 Detailed Description 33
3 School Closings and Delays 34
3.1 Browse Listings 35
3.2 View Details 36
4 Power Search 37
4.1 SCM Interfaced 37
4.2 Six Steps 38
4.2.1 Step 1: Choose educational entity type(s) 40
4.2.2 Step 2: Choose the type of location to search 42
4.2.3 Step 3: Choose a specific entity location 44

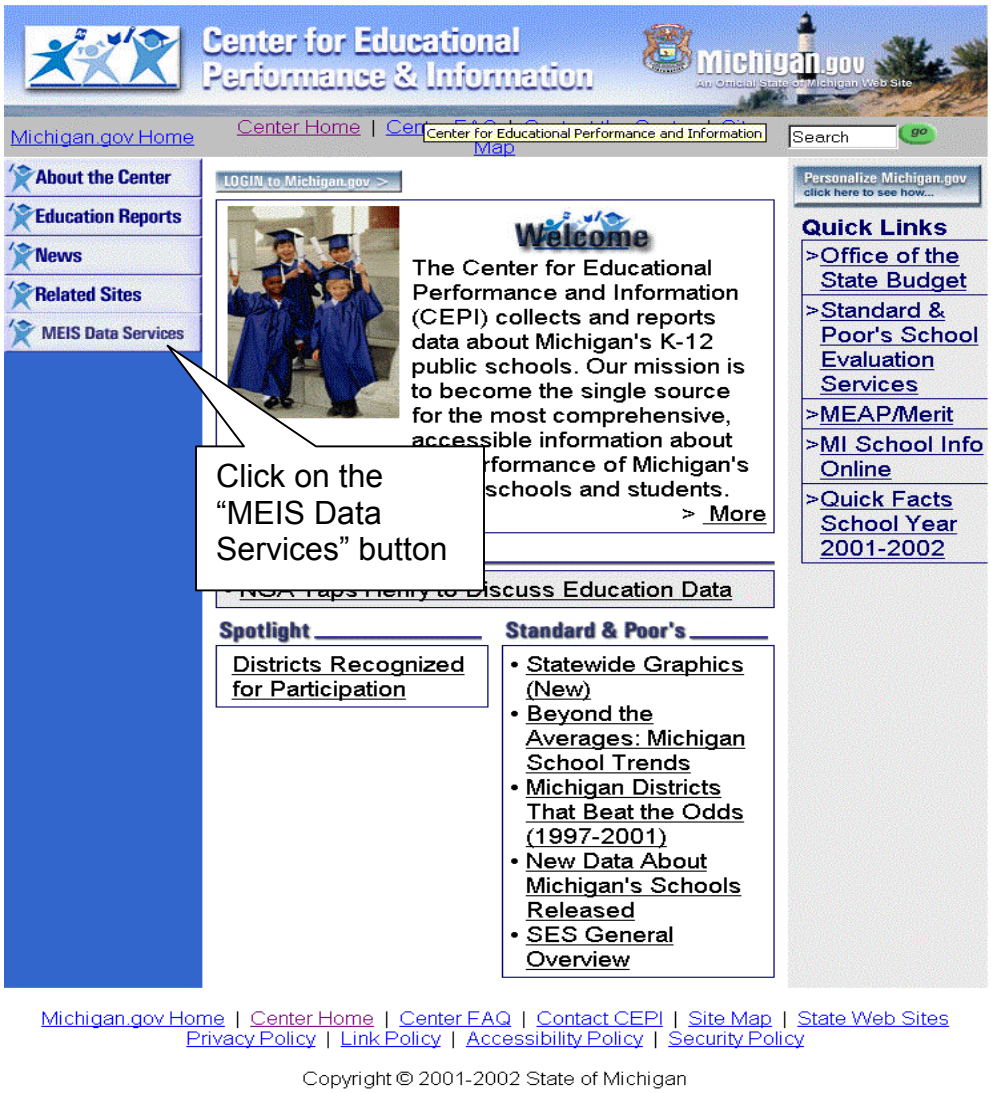
4.2.4 Step 4: Refine search 46
4.2.5 Step 5: Choose religious orientation 48
4.2.6 Step 6: Click Search button 50
4.3 Search criteria results 51
4.4 Detailed Description 52
5 Reports 53
5.1 Click on link for Reports 53
5.2 Five Pre-Formatted Reports 54
5.2.1 Public School Reports – Screen 1 55
5.2.2 Public School Reports – Screen 2 56
5.2.3 Intermediate School Districts – Screen 1 57
5.2.4 Intermediate School Districts – Screen 2 58
5.2.5 Public School Academies 59
5.2.6 Nonpublic Schools 60
6 Mailing List and Mailing Labels 61
6.1 Create Your Own 61
6.2 Customizing Your List 62
6.2.1 Step 1: Choose educational entity type(s) 64
6.2.2 Step 2: Choose the type of location to search 66
6.2.3 Step 3: Choose a specific entity location 68
6.2.4 Step 4: Refine search 70
6.2.5 Step 5: Choose religious orientation 72
6.2.6 Step 6: Click the Search button 74
6.3 Display of your customized mailing list 76
7 Download Data Sets 78
7.1 Library of Database .dbf Files 78
7.1.1 Step 1: Select Library Link 78
7.1.2 Step 2: Select Data Set 79
7.1.3 Step 3: Save 81
7.1.4 Step 4: Review 82
7.2 Build Your Own .csv File for Download 83
7.2.1 Select "Build your own" link 83
7.2.2 Customize file 84
7.2.3 Step 1: Choose educational entity type(s) 86
7.2.4 Step 2: Choose the type of location to search 88
7.2.5 Step 3: Choose a specific entity location 90
7.2.6 Step 4: Refine search 92
7.2.7 Step 5: Choose religious orientation 94
7.2.8 Step 6: Click the Search Button 96
7.2.9 Step 7: Build Your Own .dbf 98

Introduction

1 Public Access

1.1 CEPI Home Page

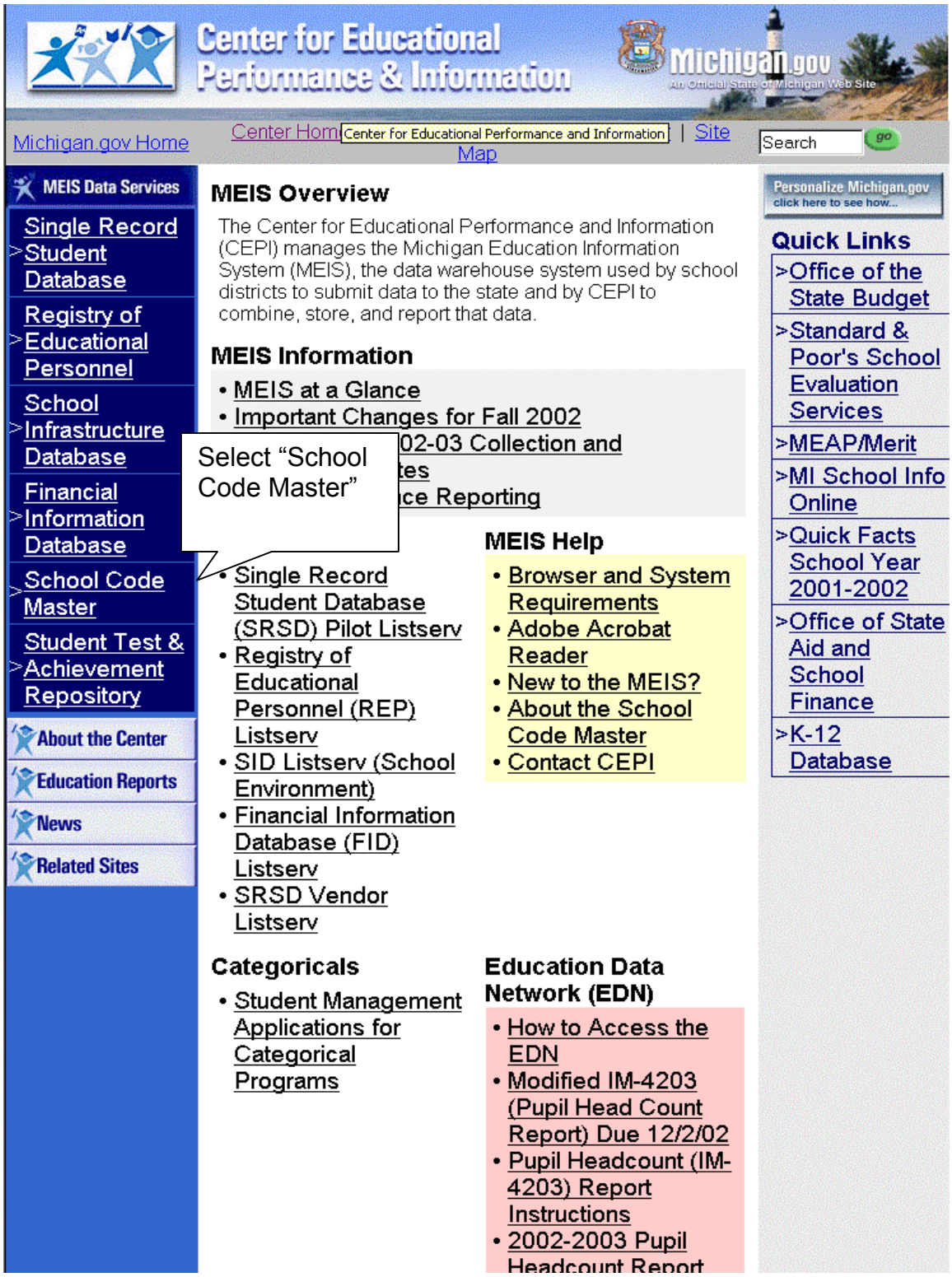
Welcome to the Web site for the Center for Educational Performance and Information (CEPI). CEPI manages several applications to collect, store, and report data about schools, including the School Code Master (SCM). The SCM contains the official contact information for schools and district facilities.



To locate the School Code Master page, click on the "MEIS Data Services" button on the left.

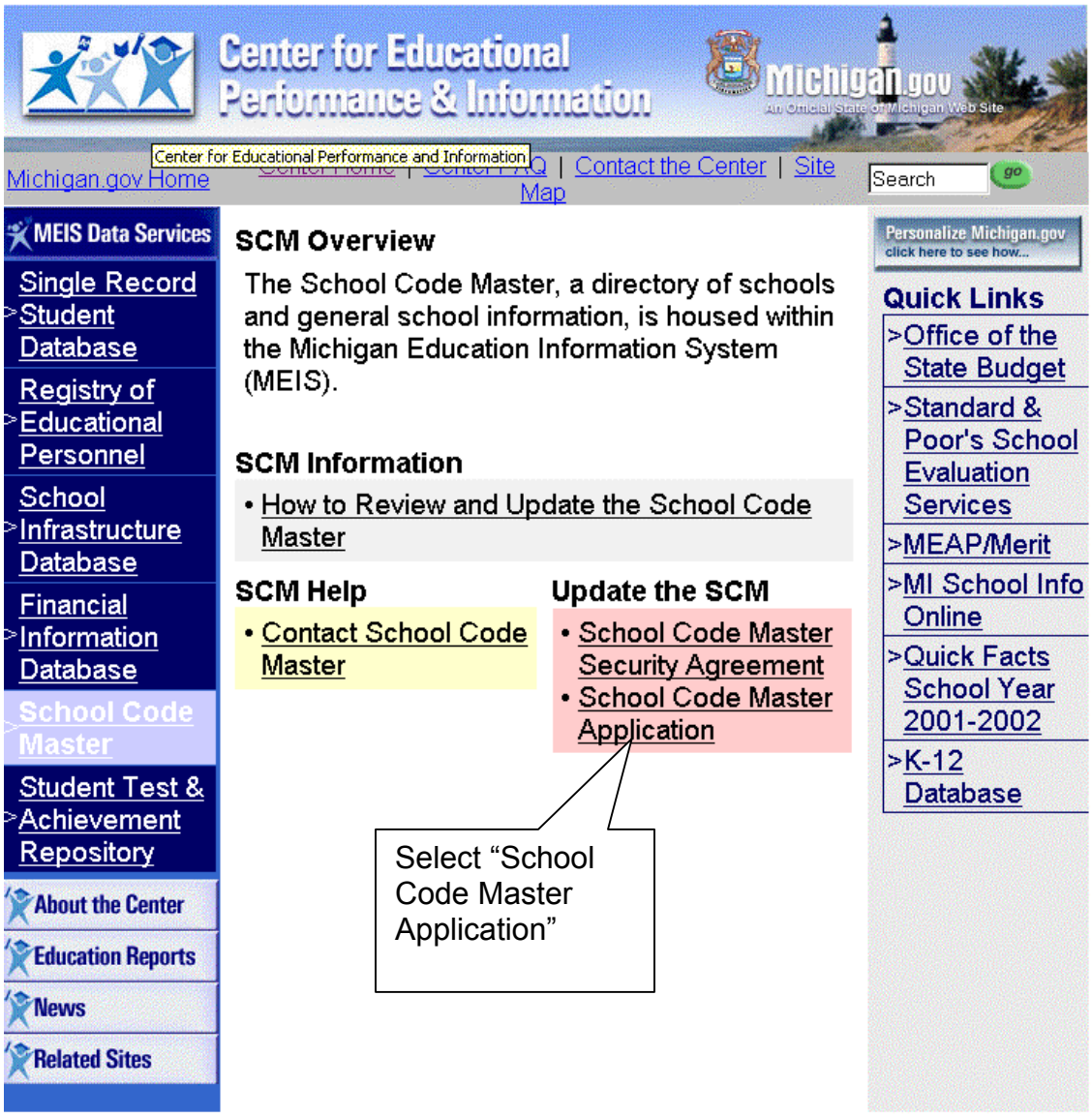
1.2 MEIS Data Services

Click on the "School Code Master" button on the left.



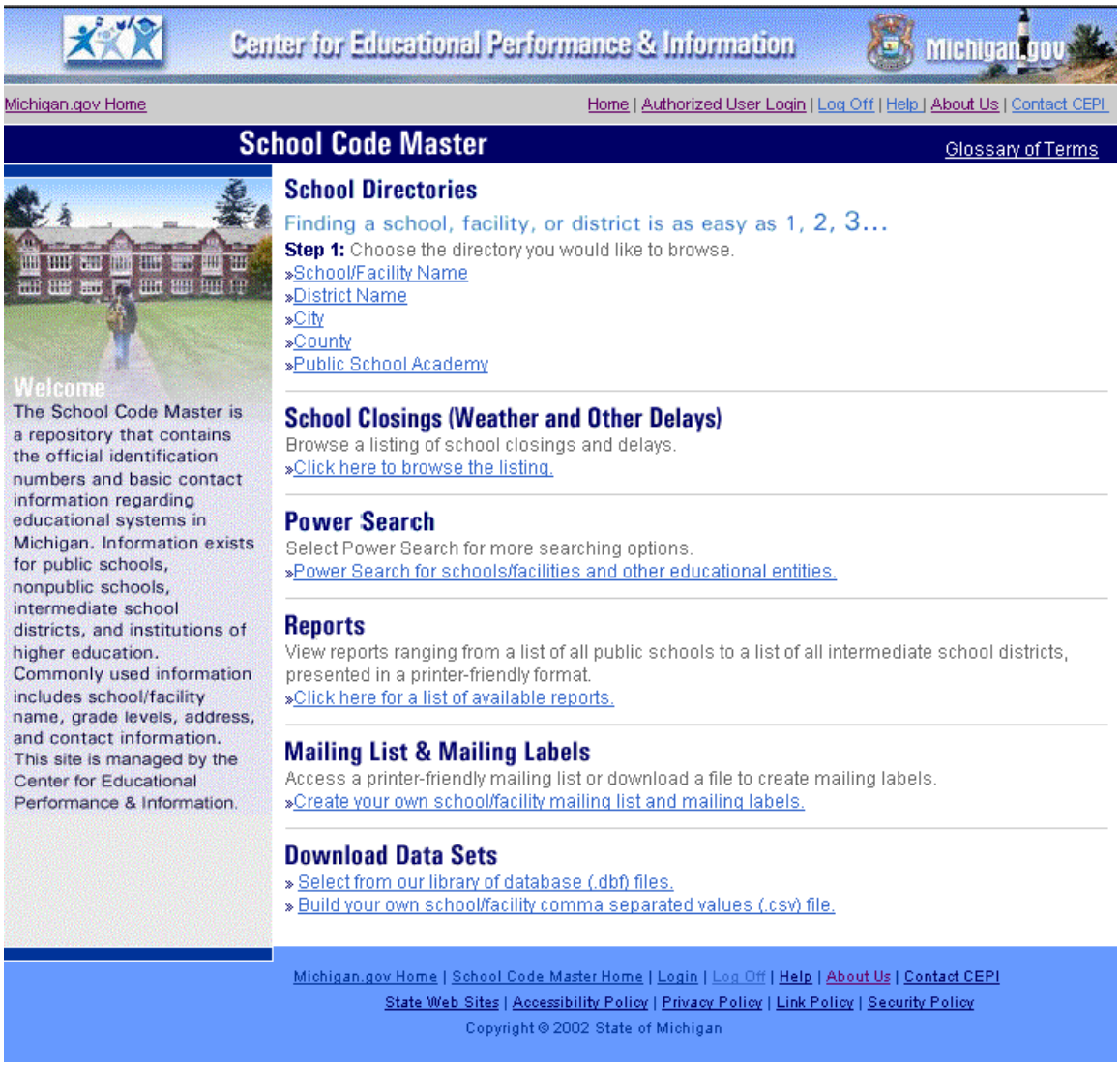
1.3 Application

Select the **School Code Master Application** link in the pink box.



1.4 School Code Master Interface

Here you can find basic information on schools/facilities and school districts within Michigan.



NOTE: This site is viewed best by using Internet Explorer version 5 and above.

The site is broken down into six functional areas:

- School Directories – allows you to search for specific schools/facilities or districts.
- School Closings and Delays
- Power Search – allows you to search for schools/facilities using more detailed criteria.

- Reports – allows you to view five printer-friendly reports containing the information from the school directories.
- Mailing Lists and Mailing Labels – allows you to save a printer-friendly document containing mailing labels associated with the search results.
- Download Data Sets – provides you with eight preformatted .dbf files containing the information found in the school directories. Or you can create a customized .dbf file.

To begin, click on any of the links provided. Completing a school directory search is simple and can be completed in three easy steps. You can initiate the first step by selecting one of the following options:

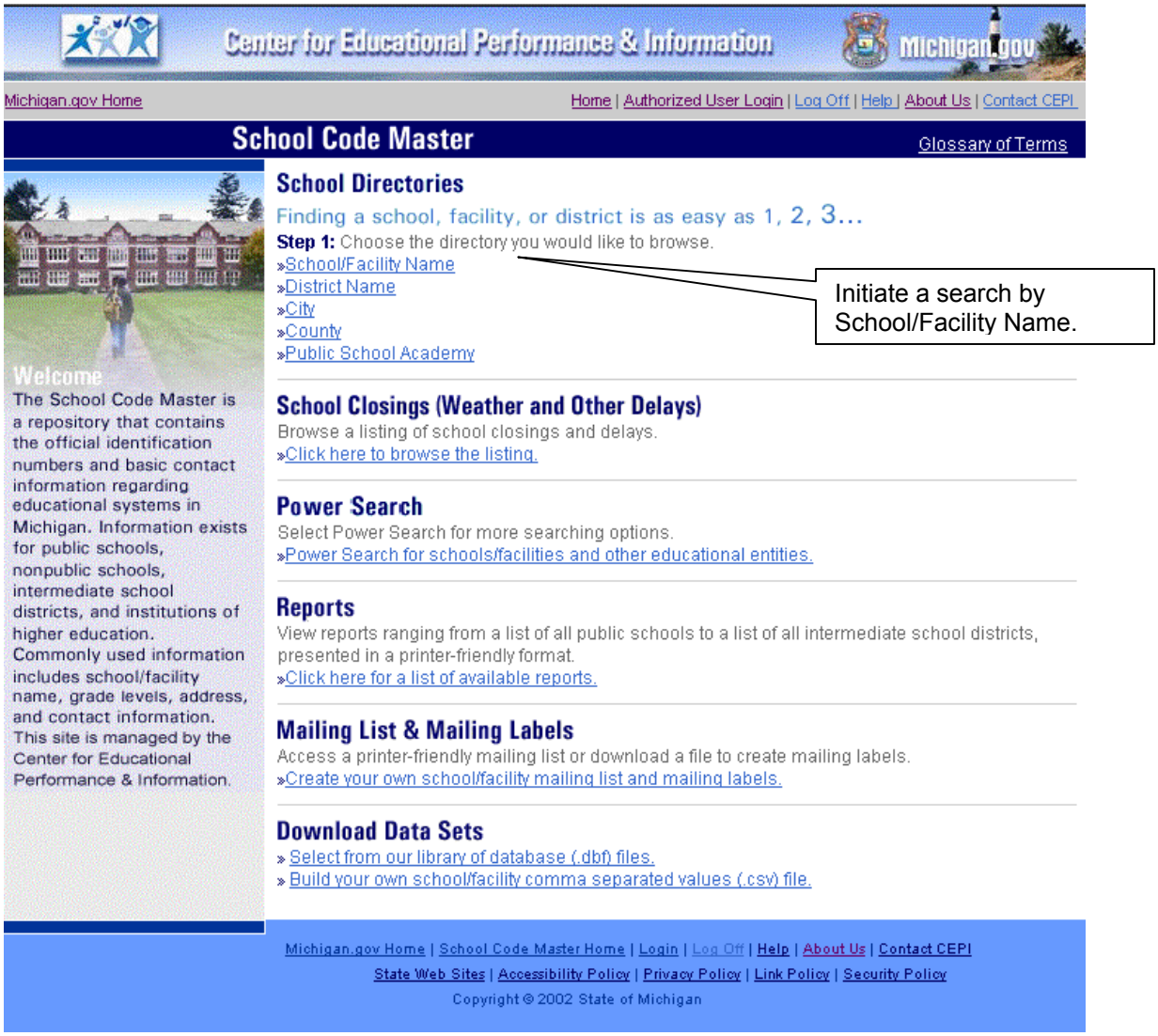
- School/Facility Name
  Lists all LEA Schools and Ancillary Facilities
- District Name
  Lists all LEA Districts, PSA districts, and ISD districts
- City
  Lists all cities in Michigan
- County
  Lists all counties in Michigan
- Public School Academy
  List all Public School Academy Districts and Public School Academy Schools

Note: There is no directory listing for Universities. Searches for Universities are available in the Power Search.

2 School Directories

2.1 Search by School/Facility Name

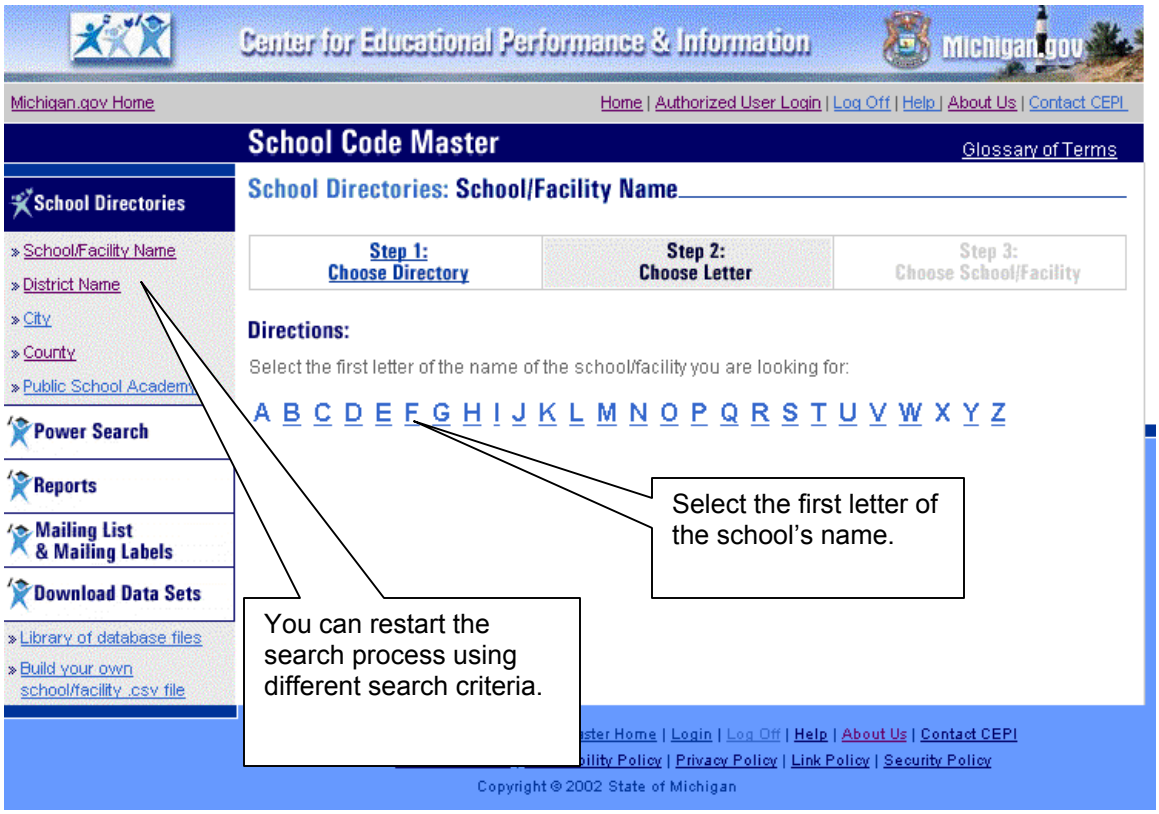
2.1.1 Step 1: Click the "School/Facility Name" link



To search by school/facility name, click the **School/Facility Name** link.

The site will display the following screen:

2.1.2 Step 2: Click on the first letter of the school/facility name

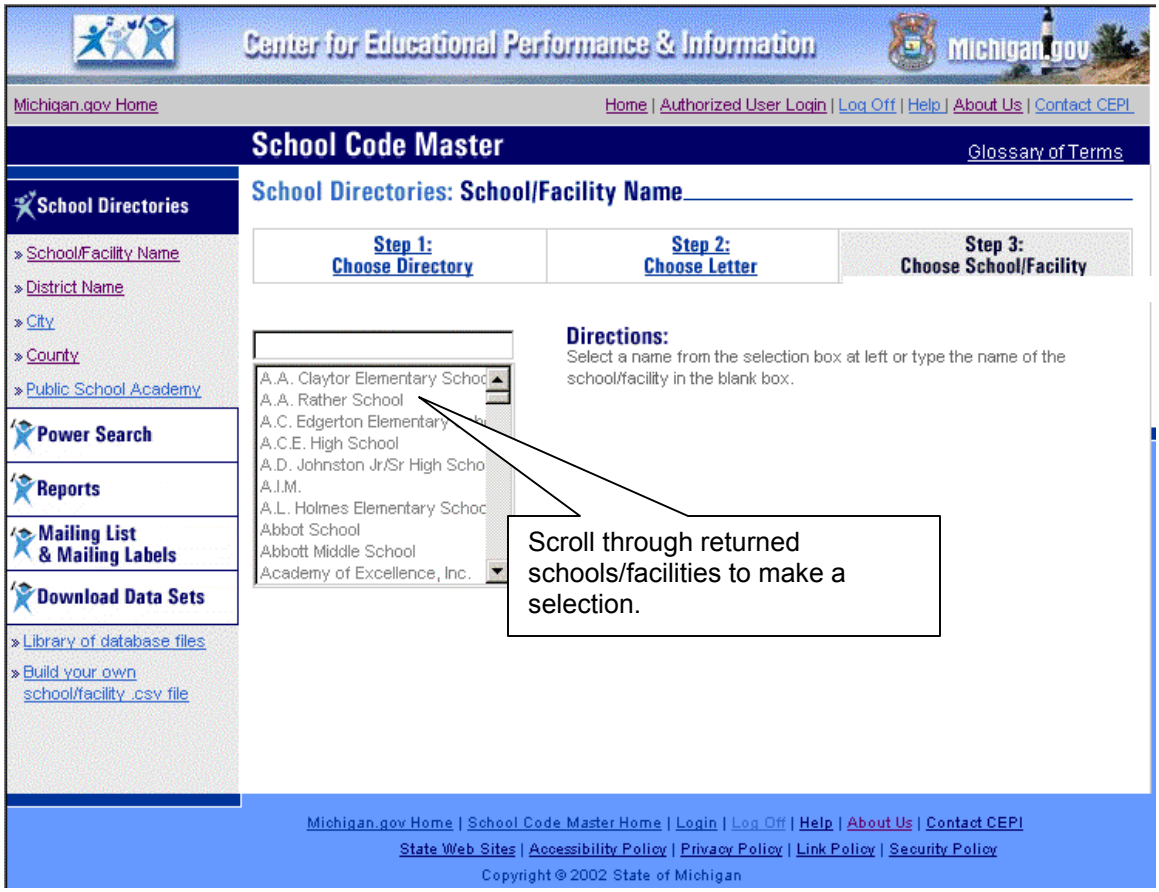


Step two for completing a school directory search is also easy. Just click the first letter of the school/facility's name. A new page will appear listing the schools/facilities that begin with that letter.

If you would like to restart the search process using different search criteria, click one of the links from the menu on the left.

Once the letter has been selected, you will see the following screen:

2.1.3 Step 3: Select the school/facility

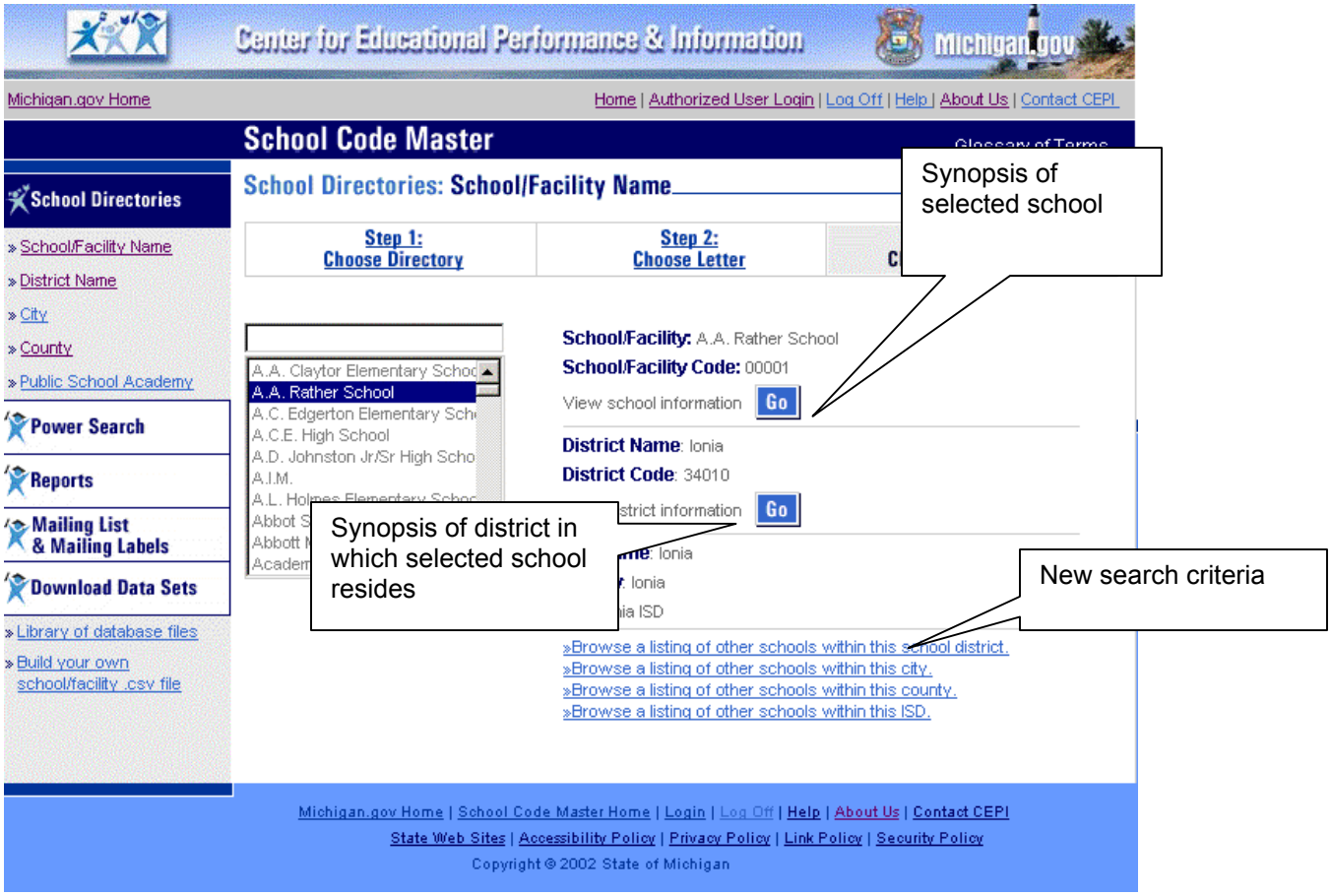


Step three will provide you with the information you need concerning a school/facility. Now that you have selected the first letter of the school/facility's name, a list of schools/facilities appears, containing the names that begin with the selected letter. You have two options to search for the desired school/facility's name:

1. Enter the school/facility's name, or part of the school/facility's name, in the text box. This will cause the selection list to advance until the school/facility's name has been found. (This feature works with Internet Explorer 5.x or above.)
2. Scroll through the list of returned schools/facilities until the desired school/facility name is found.

Once you locate the desired school/facility, you must click once on the name. A summary of the school/facility's information will appear. The screen will appear like this:

2.1.4 View school information



At this point you can click on the first **Go** button to view a detailed description of the school/facility, or you can click the second **Go** button to view a detailed description of the district in which the selected school/facility resides.

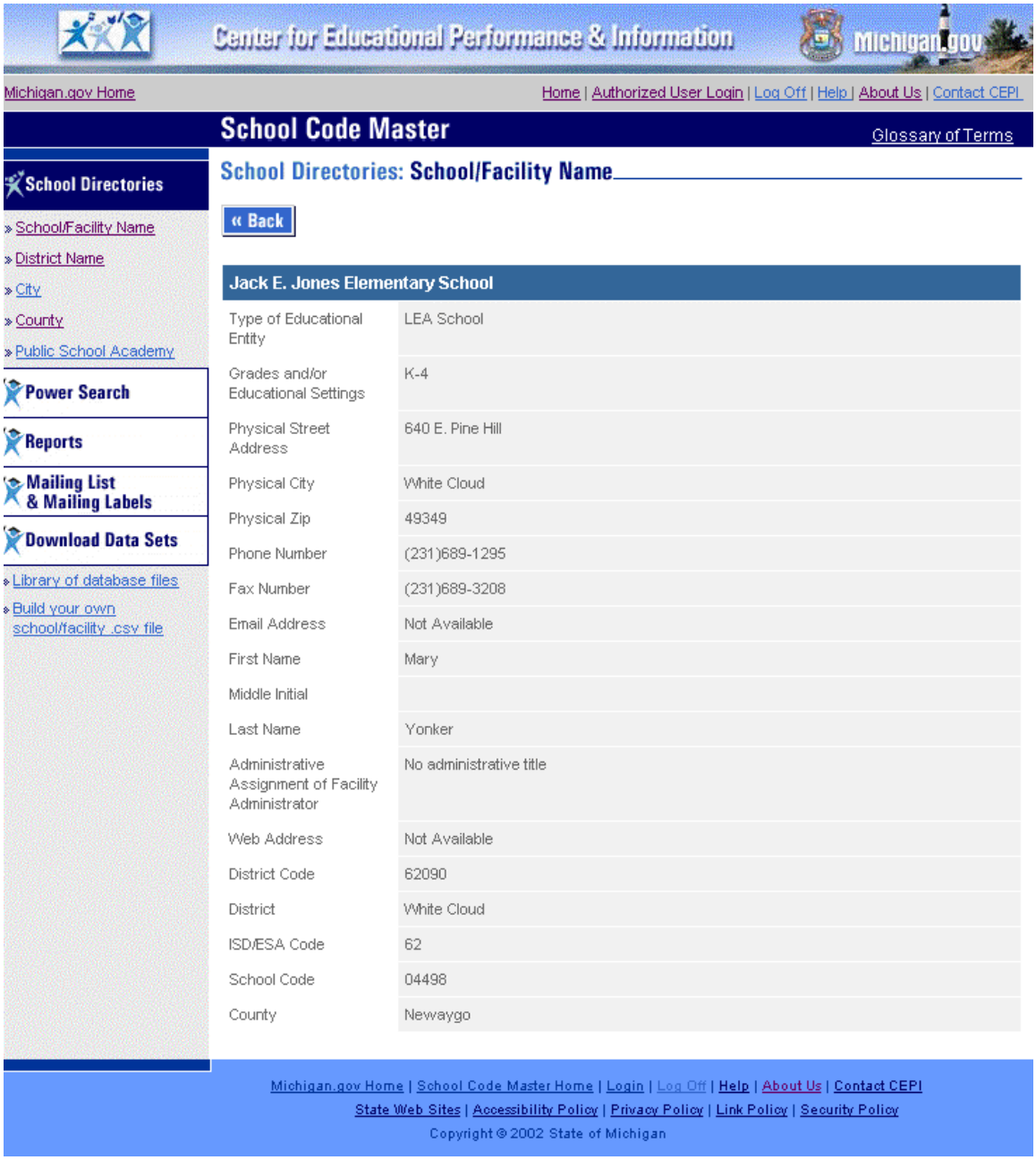
You can also see a refreshed set of school/facility names. You can click one of the other selections:

1. Other schools within this school district
2. Other schools within this city
3. Other schools within this county
4. Other schools within this ISD

Upon selection of one of these links, the selection box will refresh to contain the related information. If you choose option one, the selection box will refresh to contain a list of other schools within the school district. The same will be true for schools within the city, schools within the county, and schools within the ISD.

Clicking on the *View school information* **Go** button will reveal the following screen:

2.1.5 Detailed description



This page displays the detailed description of the selected school/facility. The public interface with display the following fields:

- Name of Entity
- Type of Educational Entity

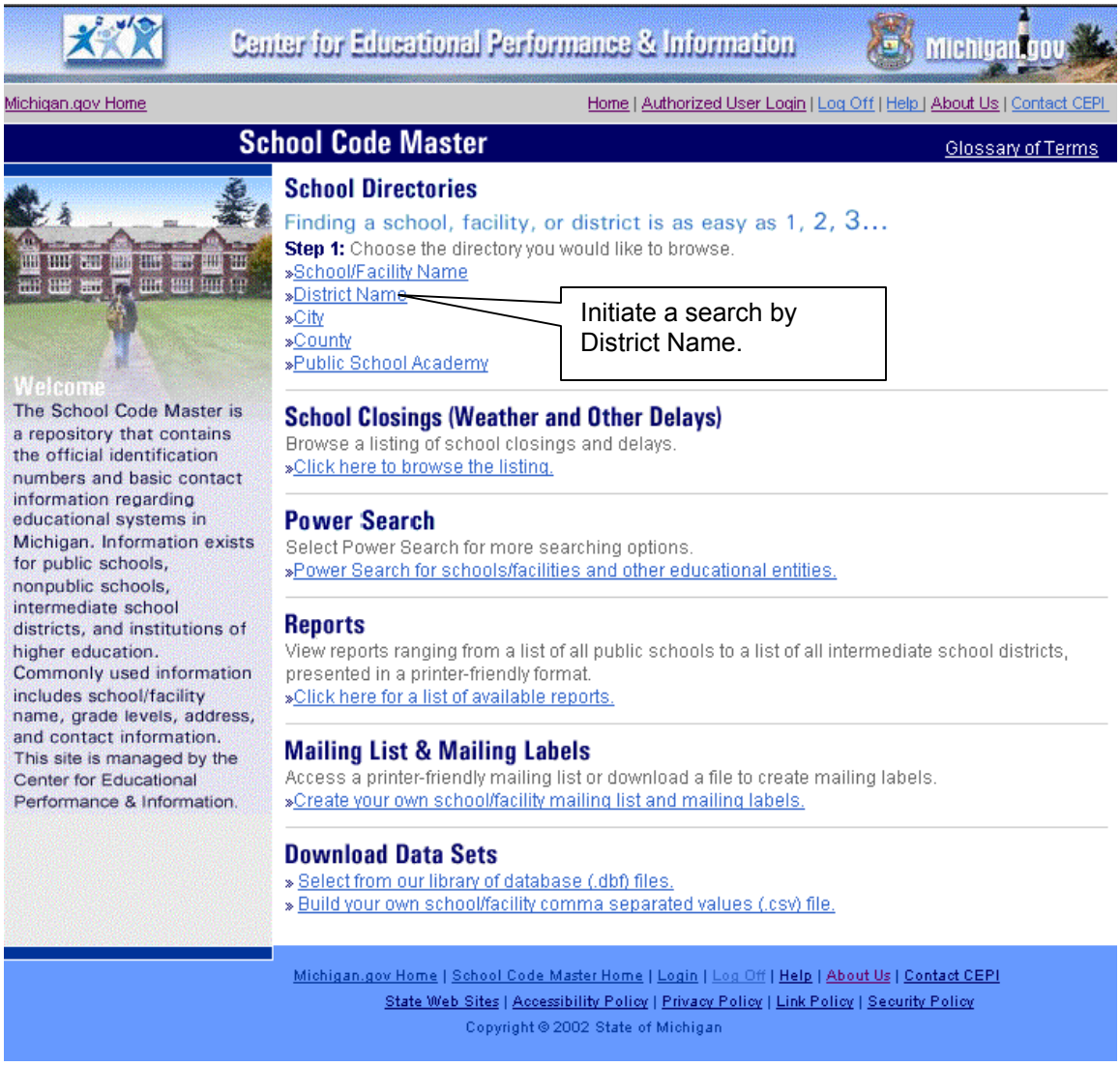
- Physical Facility Street Address
- Physical Facility City
- Physical Facility Zip Code
- Telephone Number of Facility Administrator
- Fax number of Facility
- E-mail Address
- First Name
- Middle Initial
- Last Name
- Administrative Assignment of Facility Administrator
- Web site
- District Code
- District
- School Code
- ISD/ESA Code
- County Name

If you would like to restart the search process using different search criteria, click one of the links from the menu on the left.

Note: Fields displayed for entity types will vary based on the requirements for the selected entity.

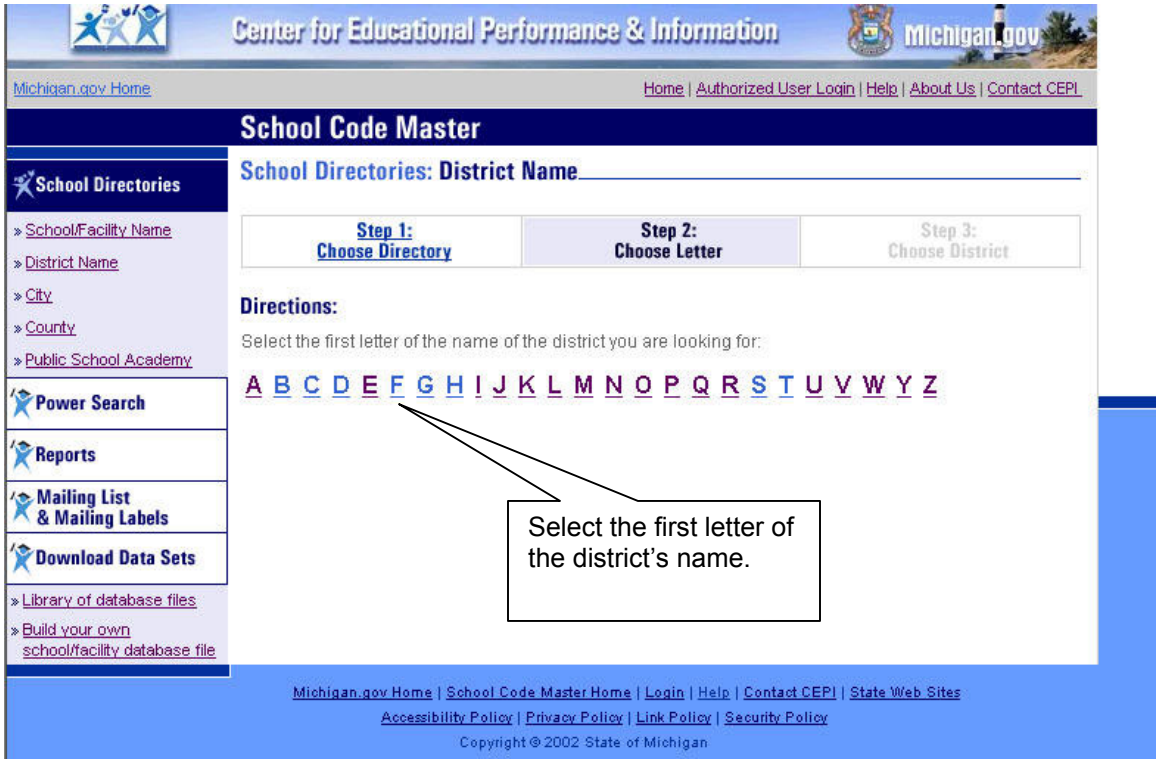
2.2 Search by District Name

2.2.1 Step 1: Click the District Name link



To search by district name, click the **District Name** link. After this selection has been made, the site will display the following screen:

2.2.2 Step 2: Click on the first letter of the school district's name

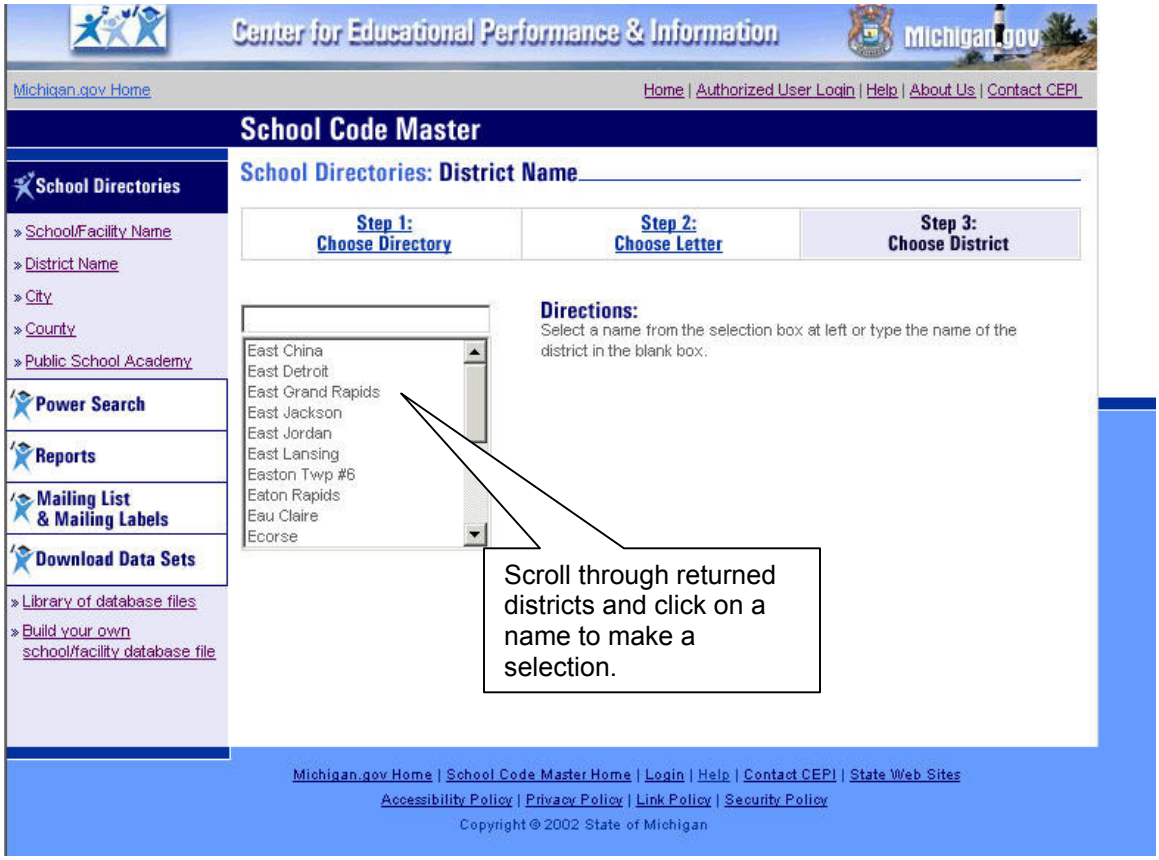


Step two for completing a school directory search is also easy. Just click the first letter of the school district's name. A new page will appear listing the districts that begin with that letter.

If you would like to restart the search process using different search criteria, click one of the links from the menu on the left.

After the letter selection has been made, the site will display the following screen:

2.2.3 Step 3: Select the school district

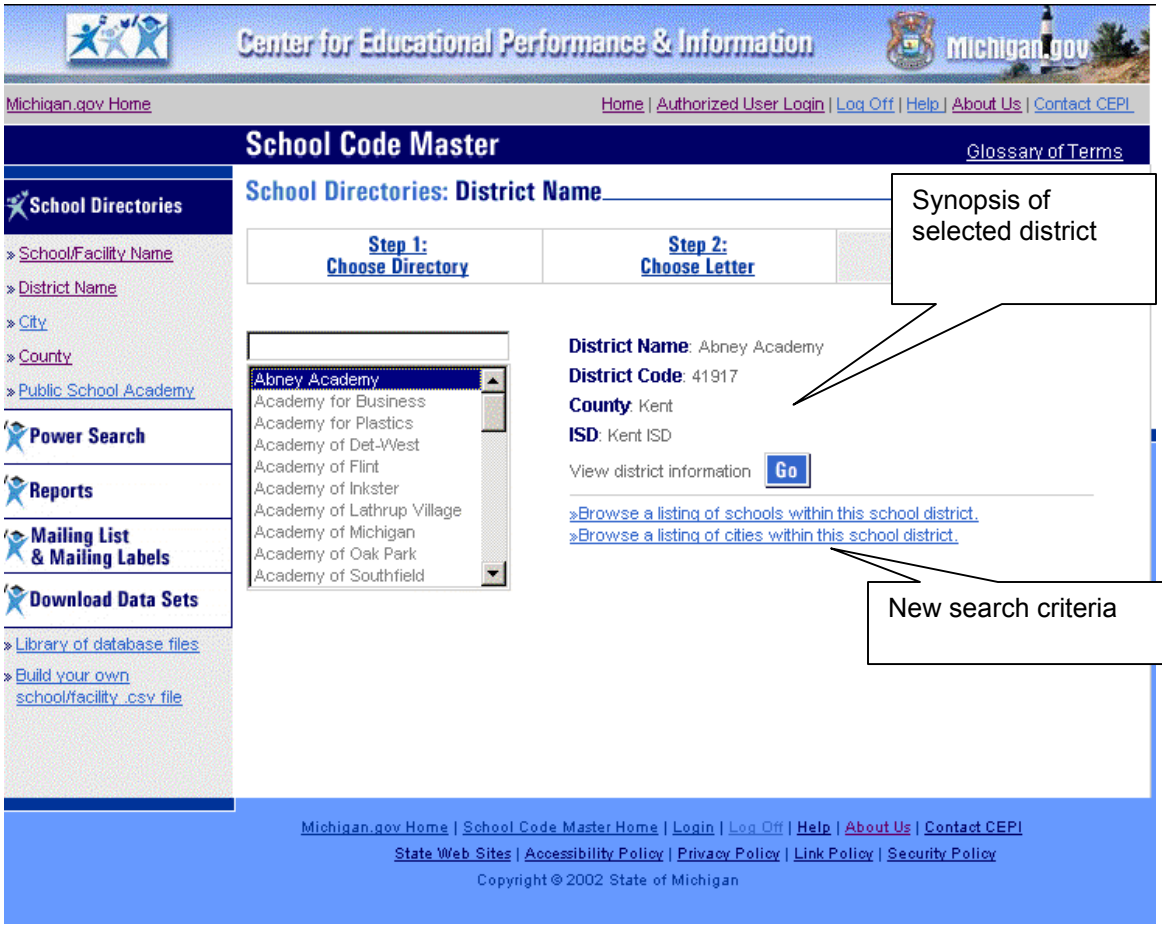


Step three will provide you with the information you need concerning your school district. Now that you have selected the first letter of the district's name, a list of districts appears, containing the names that begin with the selected letter. You have two options to search for the desired school district's name:

1. Enter the district's name, or part of the district's name, in the text box. This will cause the selection list to advance until your district's name has been found. (This feature works with Internet Explorer 5.x or above.)
2. Scroll through the list of returned school districts until your desired district name is found.

Once you locate the desired school district, you must click once on the name. After this selection has been made, the site will display the following screen:

2.2.4 View district information



At this point, you can click the *View district information* **Go** button to view a detailed description of the school district.

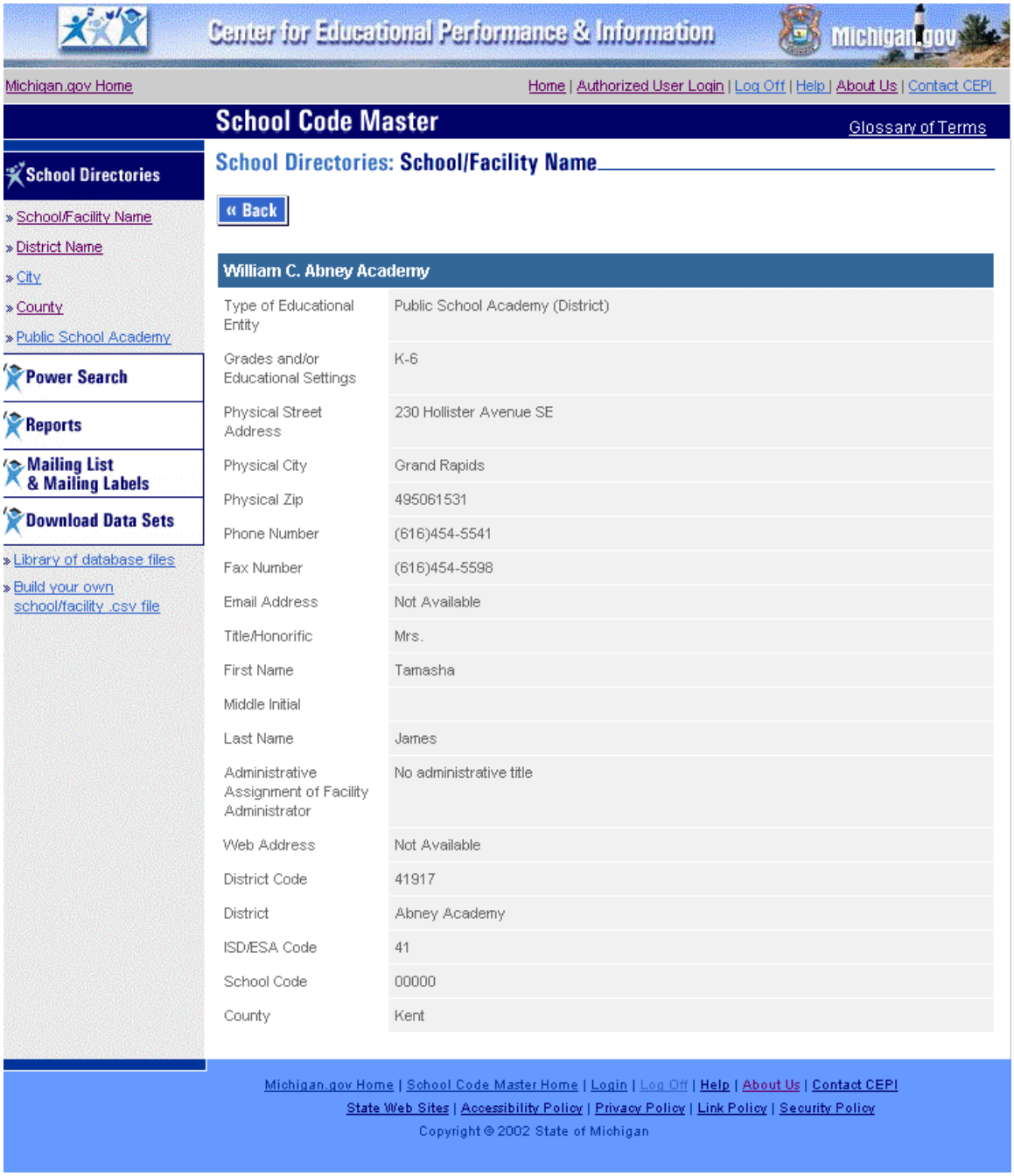
You will also see a refreshed set of selection criteria below the district summary. You can click one of these options:

1. Browse a listing of schools/facilities within this school district
2. Browse a listing of cities within this school district

Upon selection of one of these links, the selection box will refresh to contain the related information. If you choose option one, the selection box will refresh to contain a list of other schools/facilities within the school district. The same will be true for the listing of cities within the school district.

After clicking the *View district information* **Go** button, you will see the following screen:

2.2.5 Detailed description



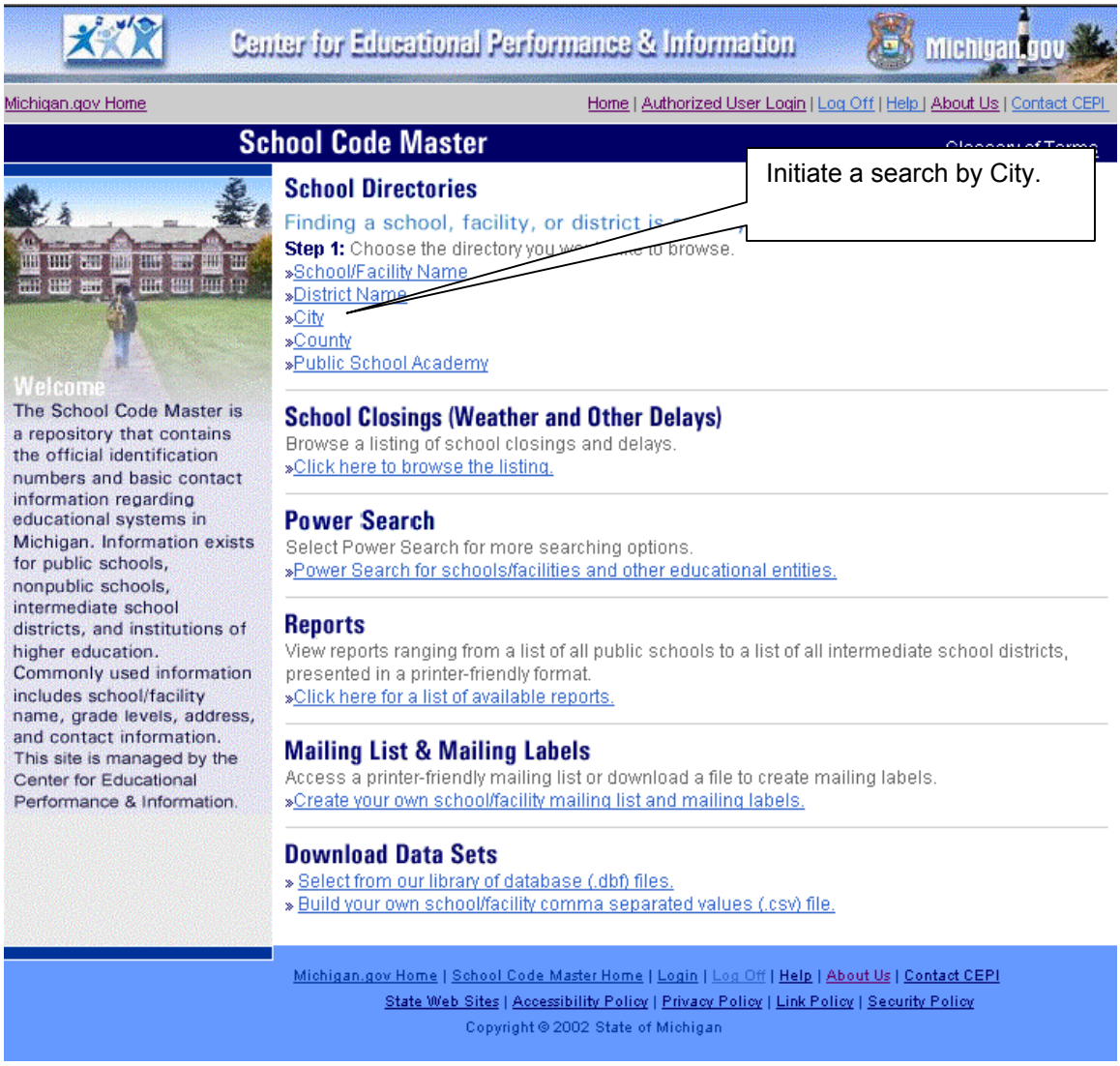
This page displays the detailed description of the selected school district. Here you will find the following information:

- Name of Entity
- Type of Educational Entity
- Physical Facility Street Address
- Physical Facility City

- Physical Facility Zip Code
- Telephone Number of Facility Administrator
- Fax number of Facility
- E-mail Address
- First Name
- Middle Initial
- Last Name
- Administrative Assignment of Facility Administrator
- Web site
- District Code
- District
- School Code
- ISD/ESA Code
- County Name

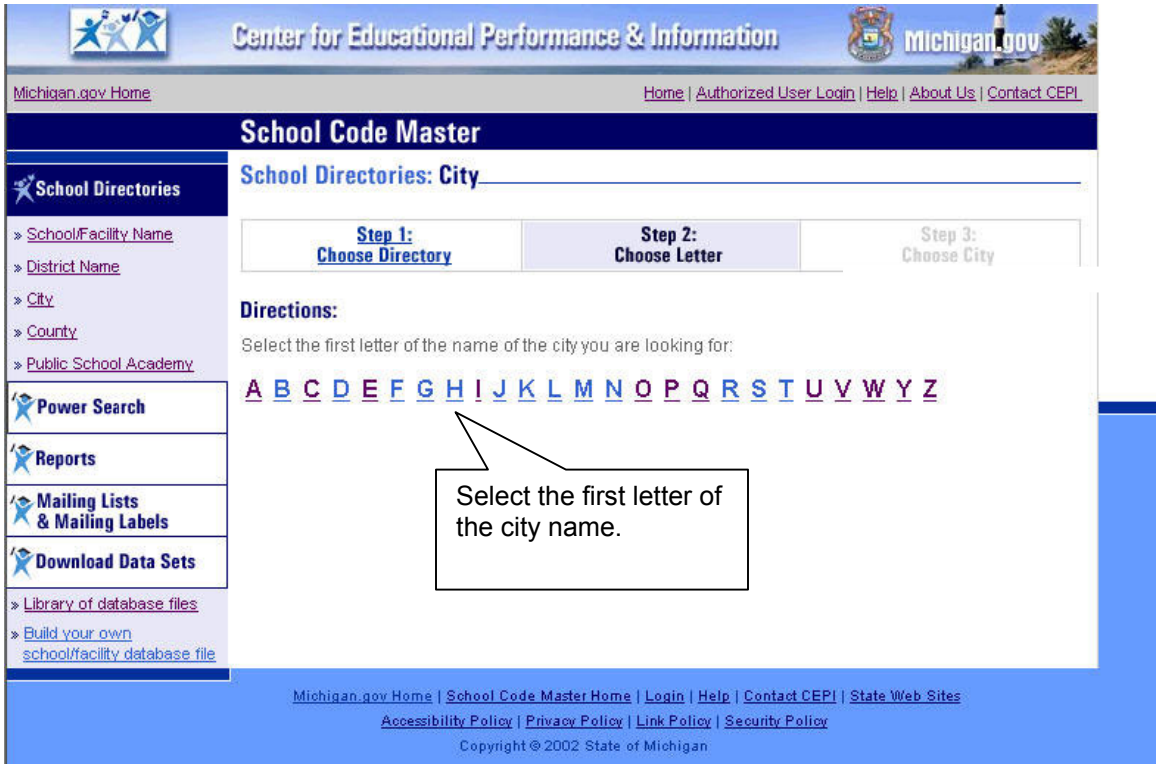
2.3 Search by City

2.3.1 Step 1: Click the City link



To search by the city name, click the **City** link. Once the selection has been made, you will see the following screen:

2.3.2 Step 2: Click the first letter of the city's name

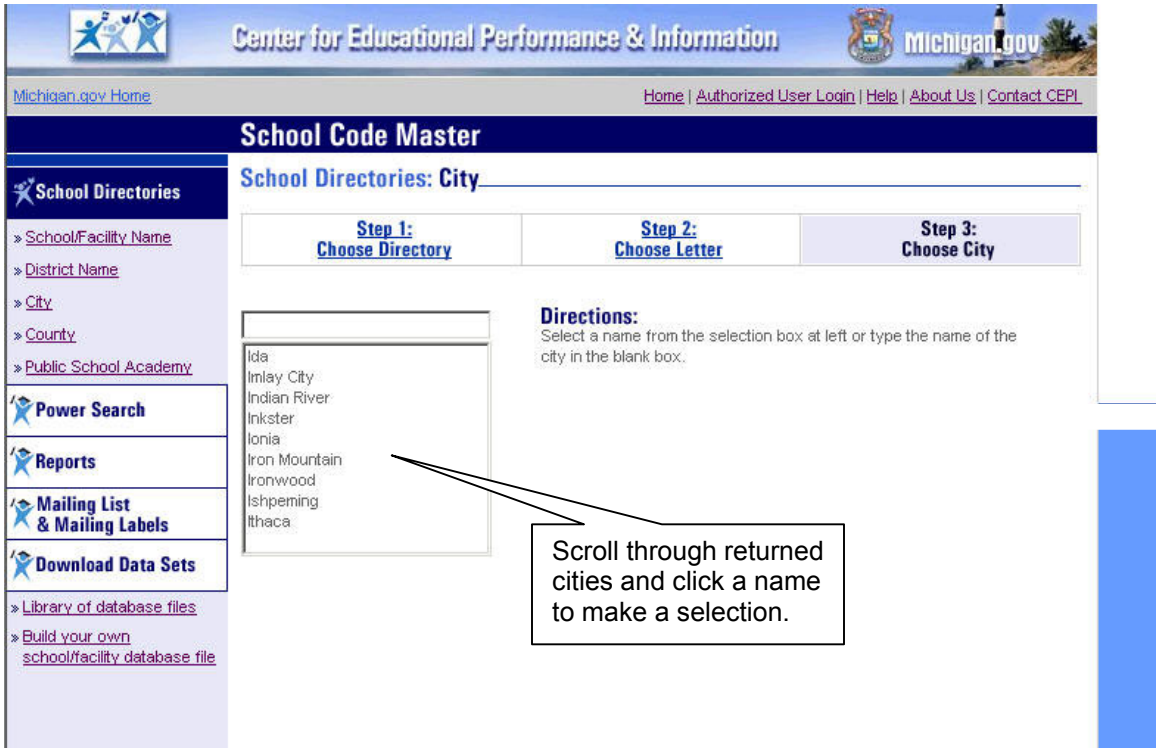


Step two for completing a school directory search is also easy. Just click the first letter of the desired city's name. A new page will appear with a list of the cities that begin with that letter.

If you would like to restart the search process using different search criteria, click one of the links from the menu on the left.

After the letter selection has been made, you will see the following screen:

2.3.3 Step 3: Select the city

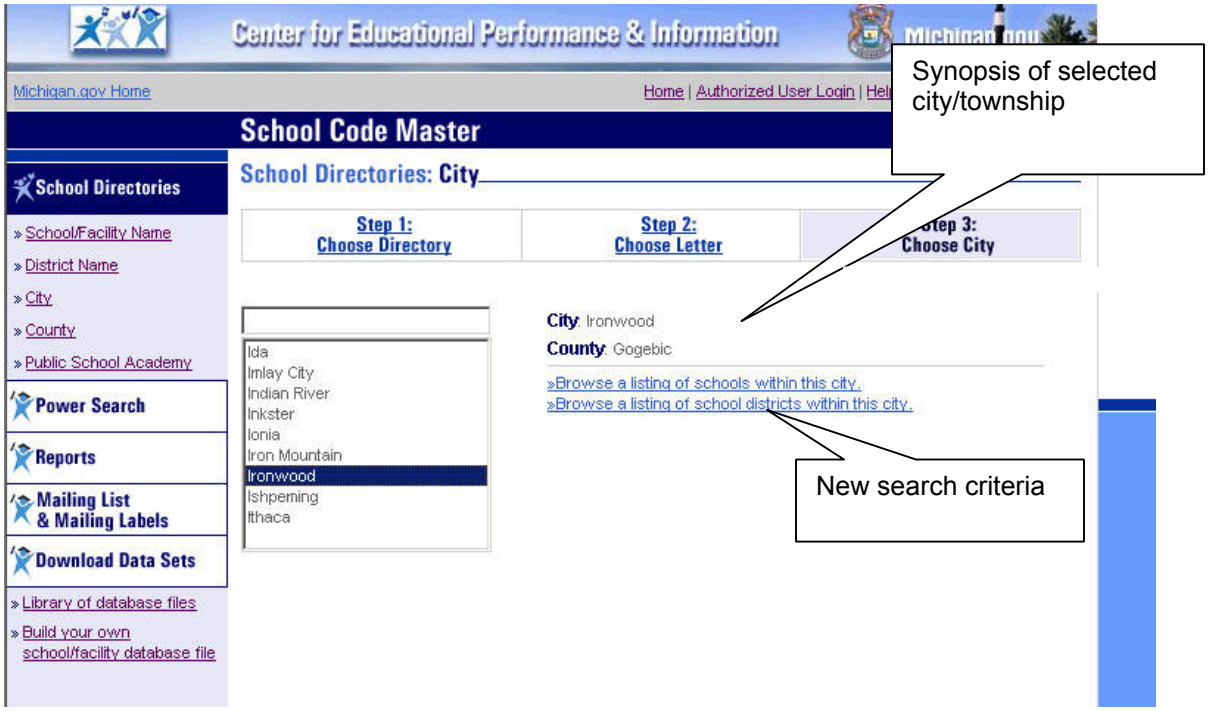


Step three will provide you with the information you need concerning a city. After you have selected the first letter of the city's name, a list of cities will appear, containing the names that begin with the selected letter. You have two options to search for the desired city's name:

1. Enter the city's name, or part of the city's name, in the text box. This will cause the selection list to advance until the city's name has been found. (This feature works with Internet Explorer 5.x or above.)
2. Scroll through the list of returned cities until the desired city name is found.

Once you locate the desired city, you must once click on the name. After a selection has been made, you will see the following screen:

2.3.4 Browse listings



The city name and the county where it is located will appear, along with two selection options:

1. Browse a listing of schools within this city
2. Browse a listing of school districts within this city

Note: There is not an option to search for Universities within this city. This option is available in the Power Search.

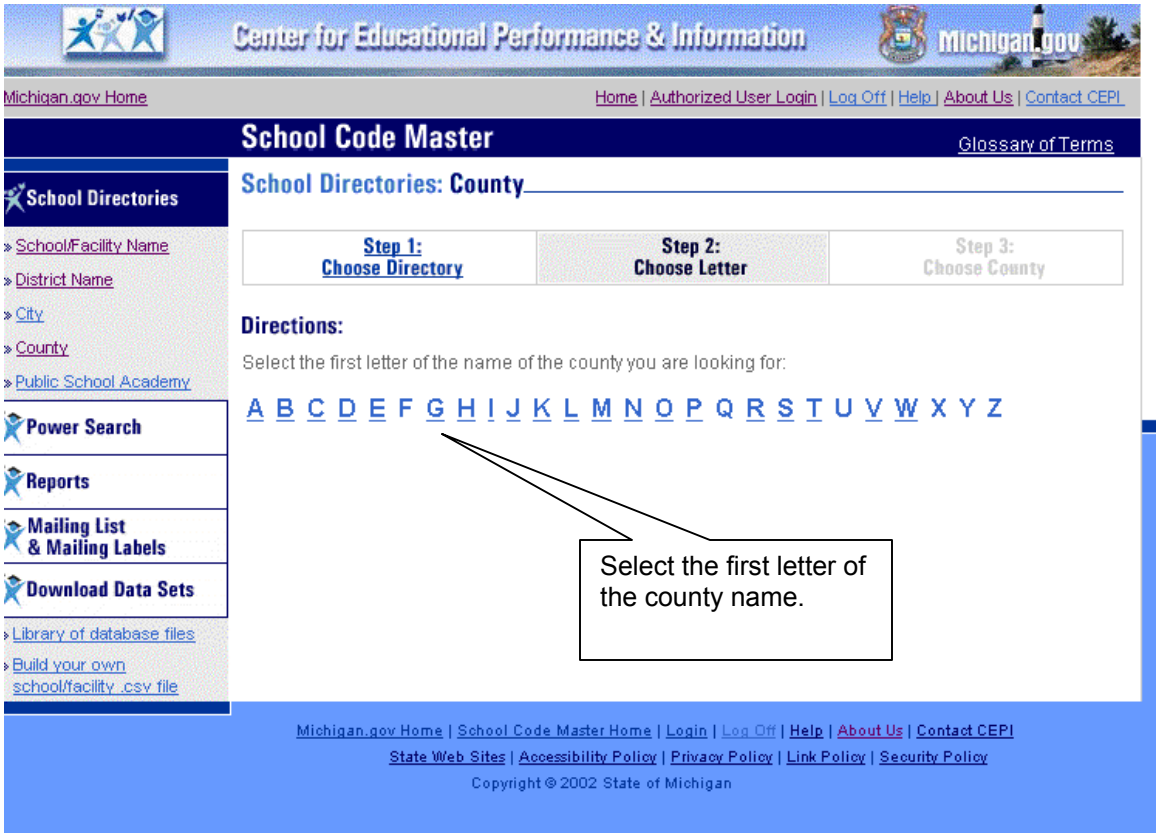
Upon selection of one of these links, the selection box will refresh to contain the related information.

2.4 Search by County

2.4.1 Step 1: Click the County link

To search by the county name, click the **County** link. Once the selection has been made, you will see the following screen:

2.4.2 Step 2: Select the first letter of county name

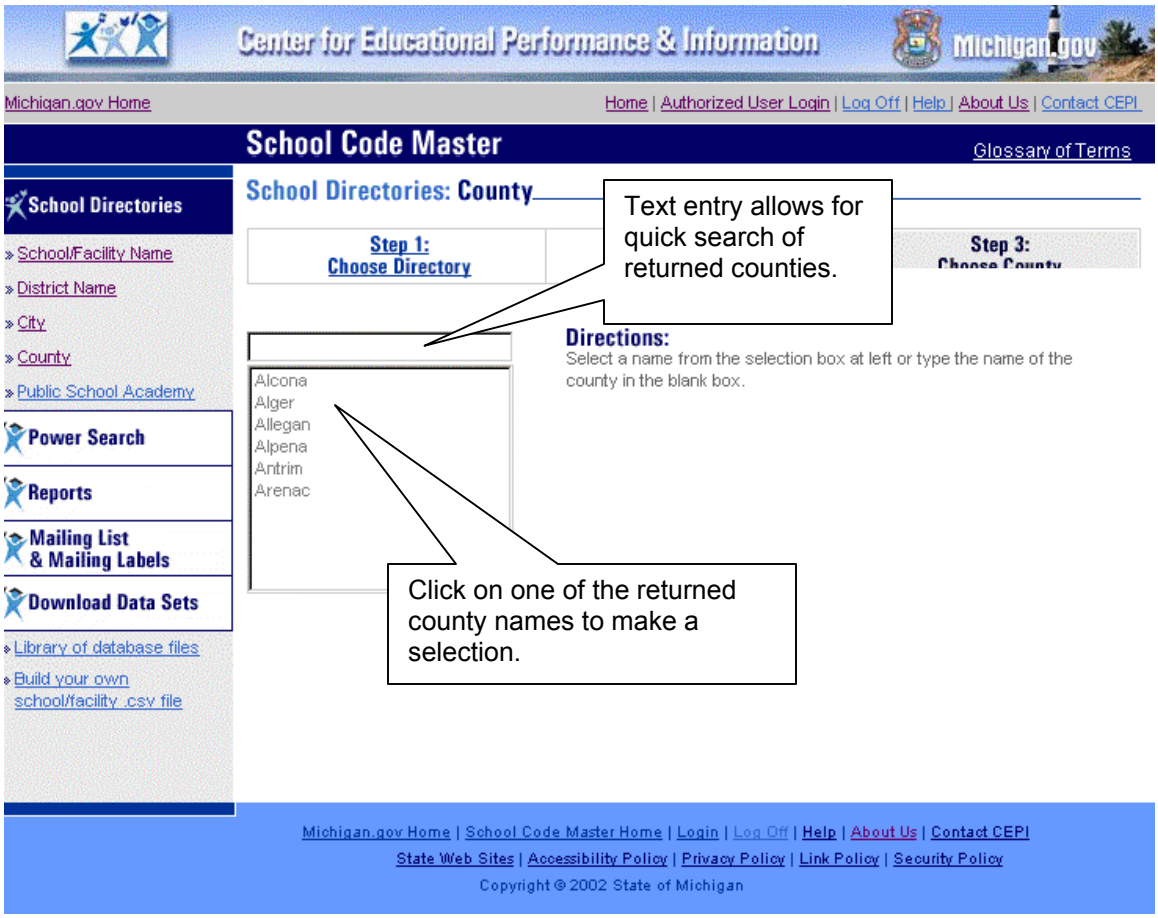


Step two for completing a school directory search is also easy. Just click the first letter of the desired county's name. A new page will appear with a list of the counties that begin with that letter.

If you would like to restart the search process using different search criteria, click one of the links from the menu on the left.

Once the letter has been selected, you will see the following screen:

2.4.3 Step 3: Select the county

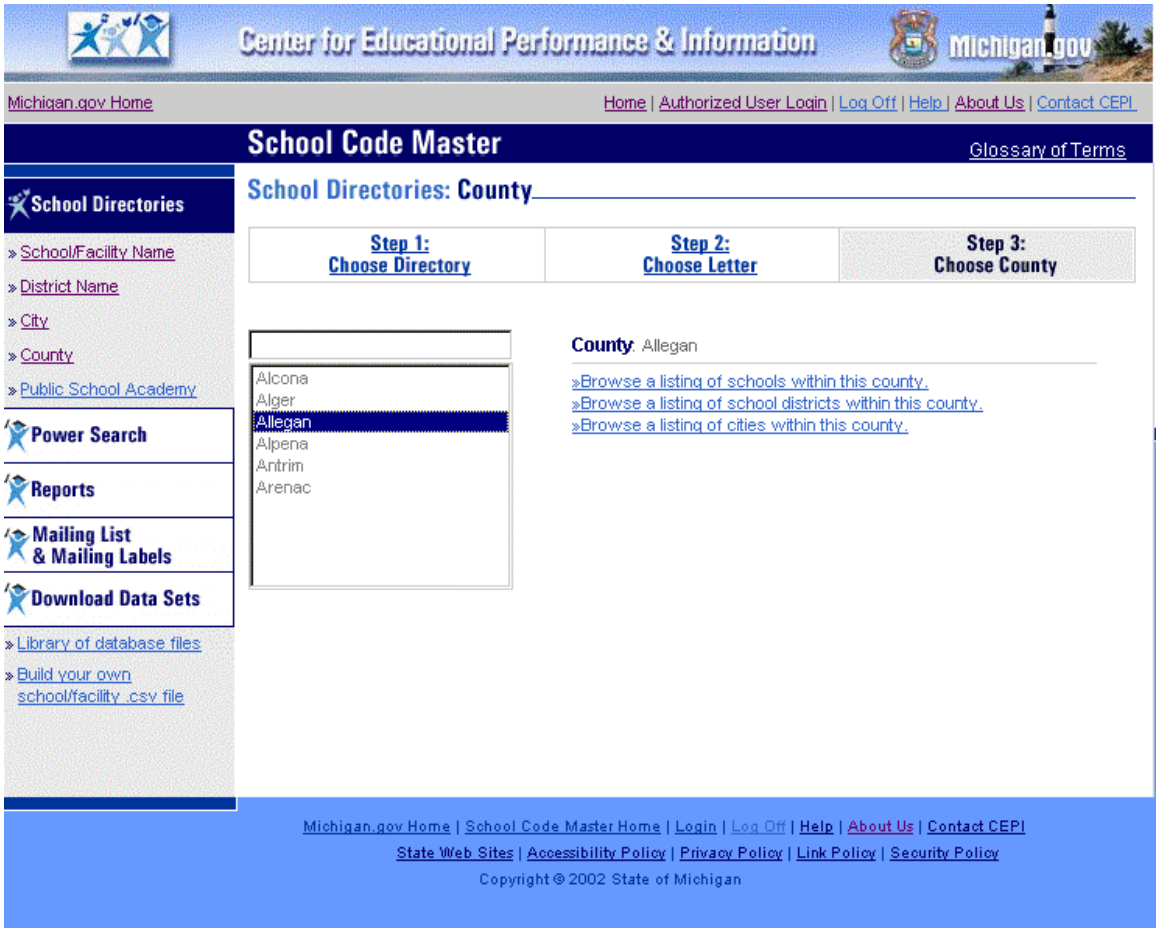


Step three will provide you with the information you need concerning a county. After you have selected the first letter of the county's name, a list of counties will appear, containing the names that begin with the selected letter. You have two options to search for the desired county's name:

1. Enter the county's name, or part of the county's name, in the text box. This will cause the selection list to advance until the county's name has been found. (This feature works with Internet Explorer 5.x or above.)
2. Scroll through the list of returned counties until the desired county name is found.

When you locate the desired county, click on the name. Once a selection has been made, you will see the following screen:

2.4.4 Browse the listing



The county name will appear on the right, along with three selection options:

1. Browse a listing of schools within this county
2. Browse a listing of school districts within this county
3. Browse a listing of cities within this county

Note: There is not an option to search for Universities within this city. This option is available in the Power Search.

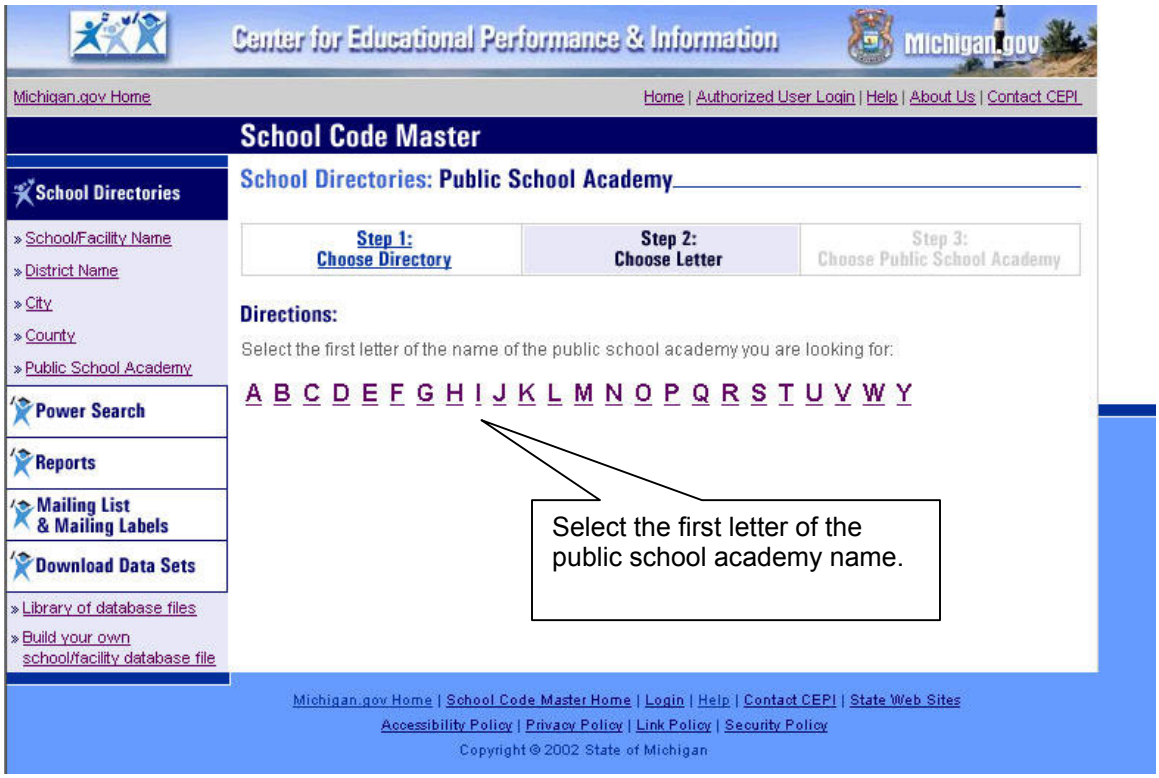
Upon selection of one of these links, the selection box will refresh to contain the related information.

2.5 Search by Public School Academy

2.5.1 Step 1: Click the Public School Academy link

To search by public school academy, click the **Public School Academy** link. Once the selection has been made, you will see the following screen:

2.5.2 Step 2: Click the first letter of public school academy name

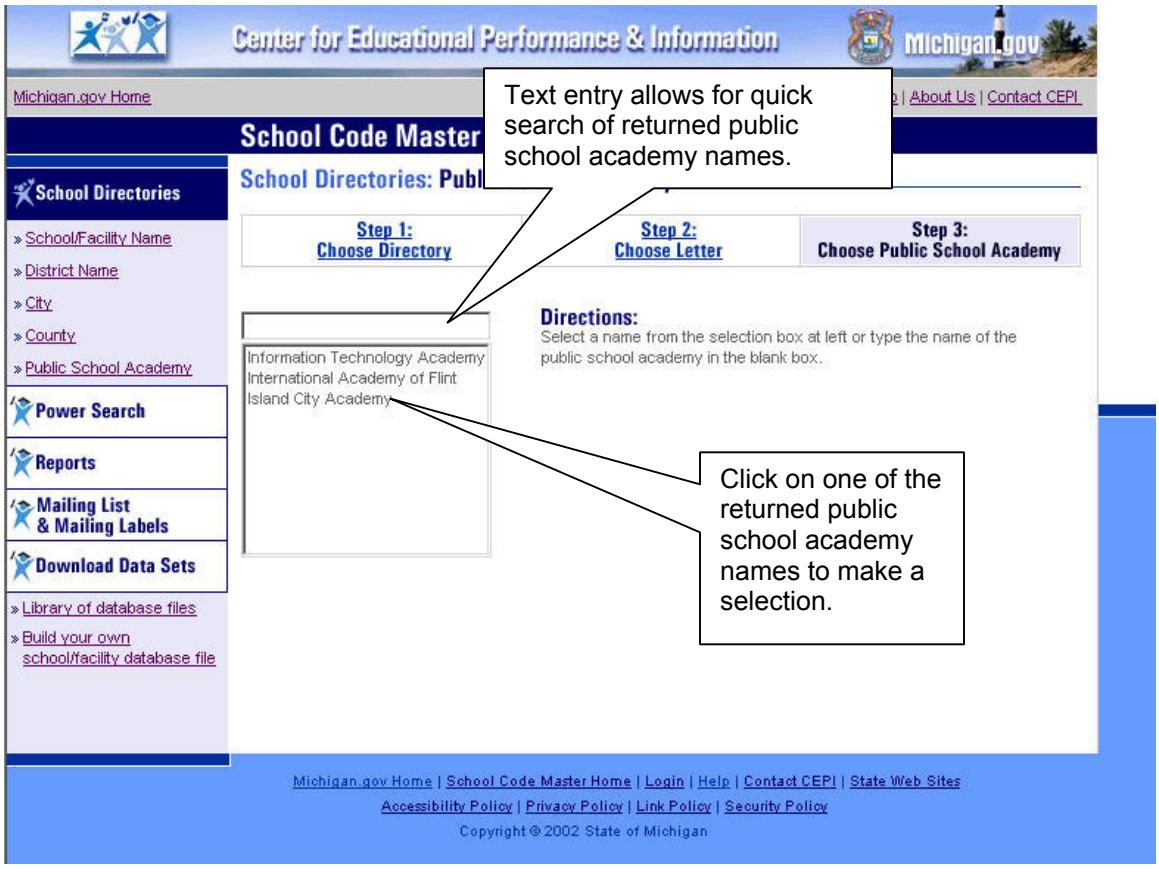


Step two for completing a school directory search is also easy. Just click the first letter of the desired public school academy's name. A new page will appear listing the public school academies that begin with that letter.

If you would like to restart the search process using different search criteria, click one of the links from the menu on the left.

Once a letter has been selected, you will see the following screen:

2.5.3 Step 3: Select the public school academy

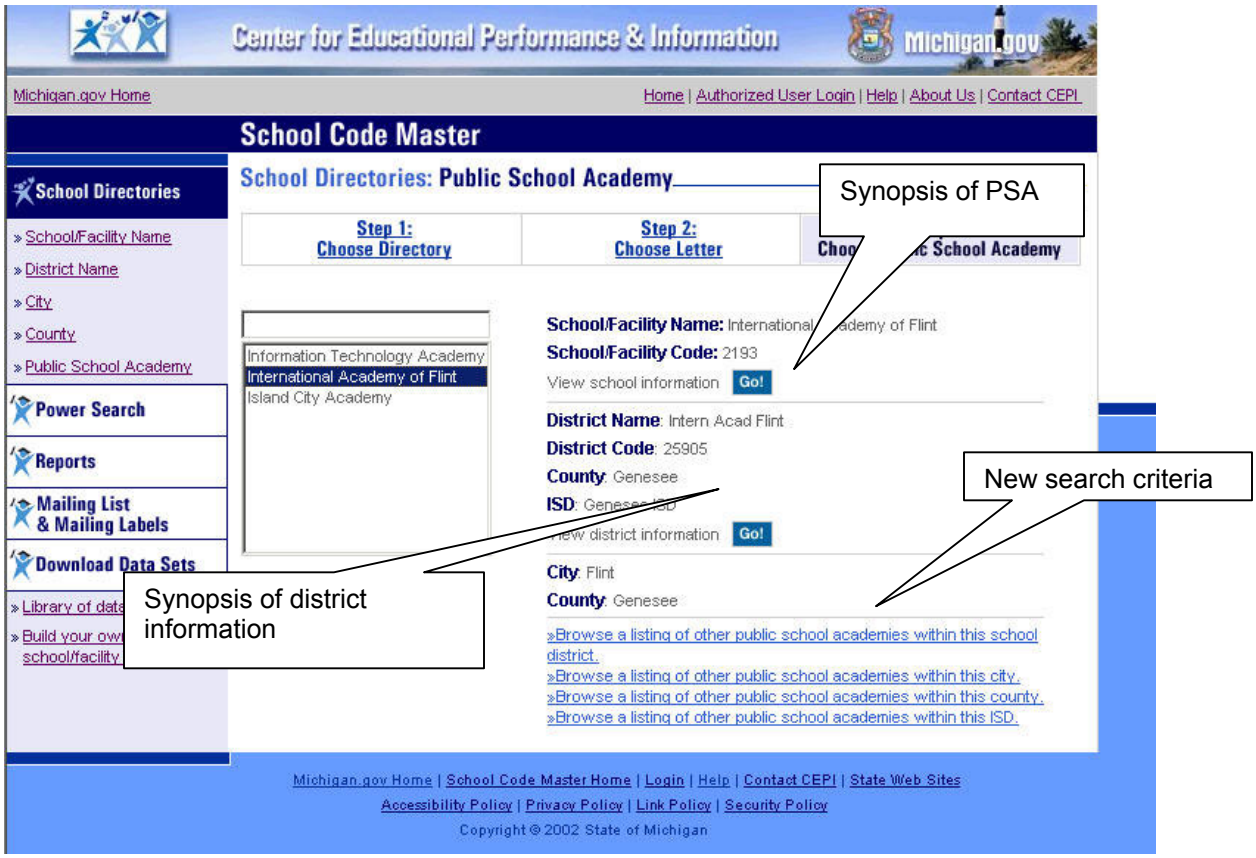


Step three will provide you with the information you need concerning a public school academy. Now that you have selected the first letter of the public school academy's name, a list of academies appears, containing the names that begin with the selected letter. You have two options to search for the desired academy's name:

1. Enter the academy's name, or part of the name, in the text box. This will cause the selection list to advance until the academy's name has been found. (This feature works with Internet Explorer 5.x or above.)
2. Scroll through the list of returned public school academies until the desired academy name is found.

Once you locate the desired public school academy, you must once click on the name. After the selection has been made, you will see the following screen:

2.5.4 View the Public School Academy information



At this point you can click on the *View school information* **Go** button to view a detailed description of the public school academy, or you can click the *View district information* **Go** button to view a detailed description of the district in which the selected public school academy resides.

You can also see a refreshed set of public school academy names. You can click one of the other selections:

1. Other public school academies within this school district
2. Other public school academies within this city
3. Other public school academies within this county
4. Other public school academies within this ISD

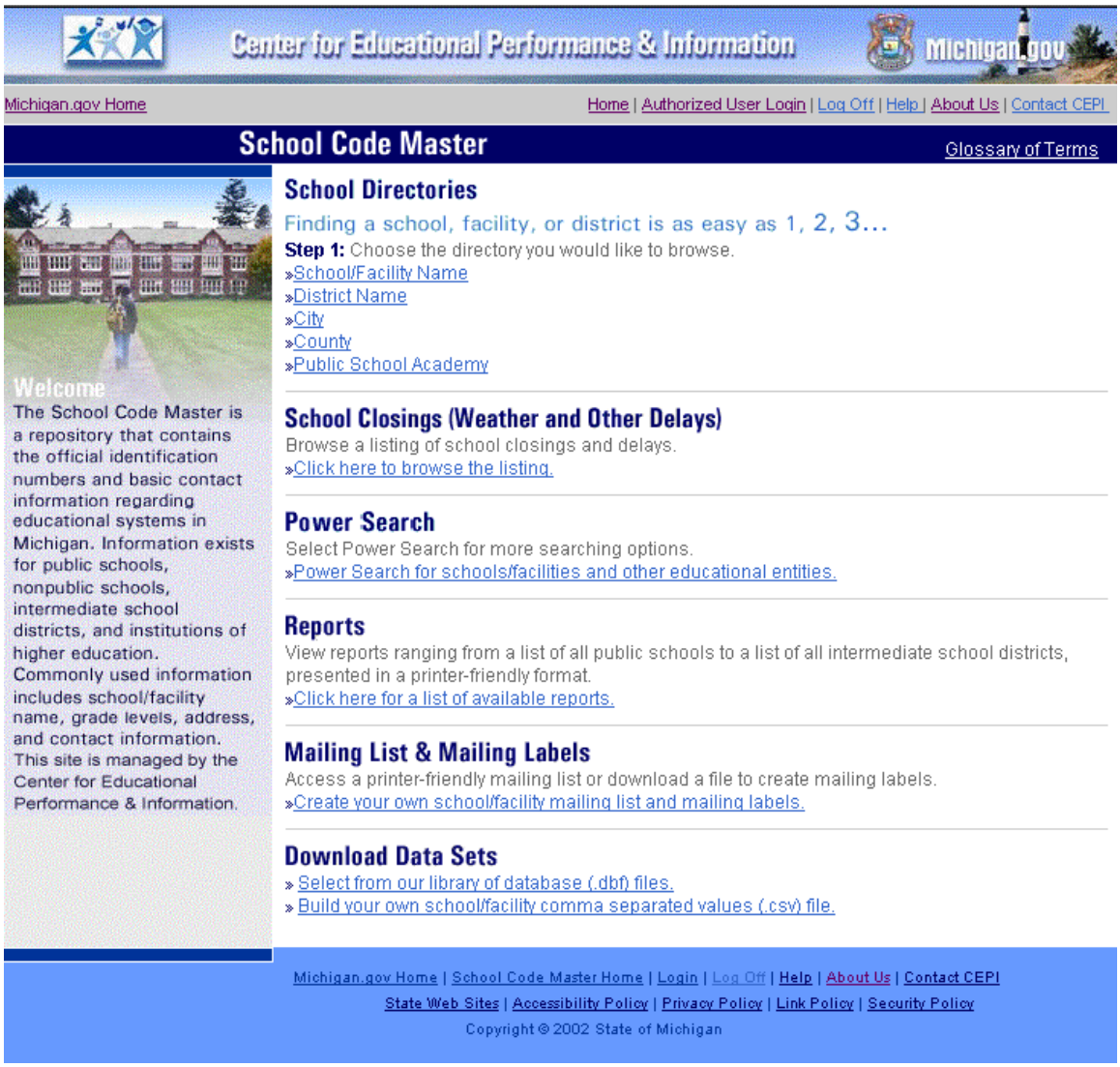
Upon selection of one of these links, the selection box will refresh to contain the related information. If you choose option one, the dropdown menu will refresh to contain a list of other public school academies within the school district. The same will be true for public school academies within the city, academies within

the county, and academies within the ISD. After this selection has been made, you will see the following screen:

2.5.5 Detailed Description

This page displays the detailed description of the selected school/facility.

3 School Closings and Delays



From the Home Page, you have the option to display a listing of current **School Closing and Delays**. You can initiate this type of search by clicking the link **Click here to browse the listing**.

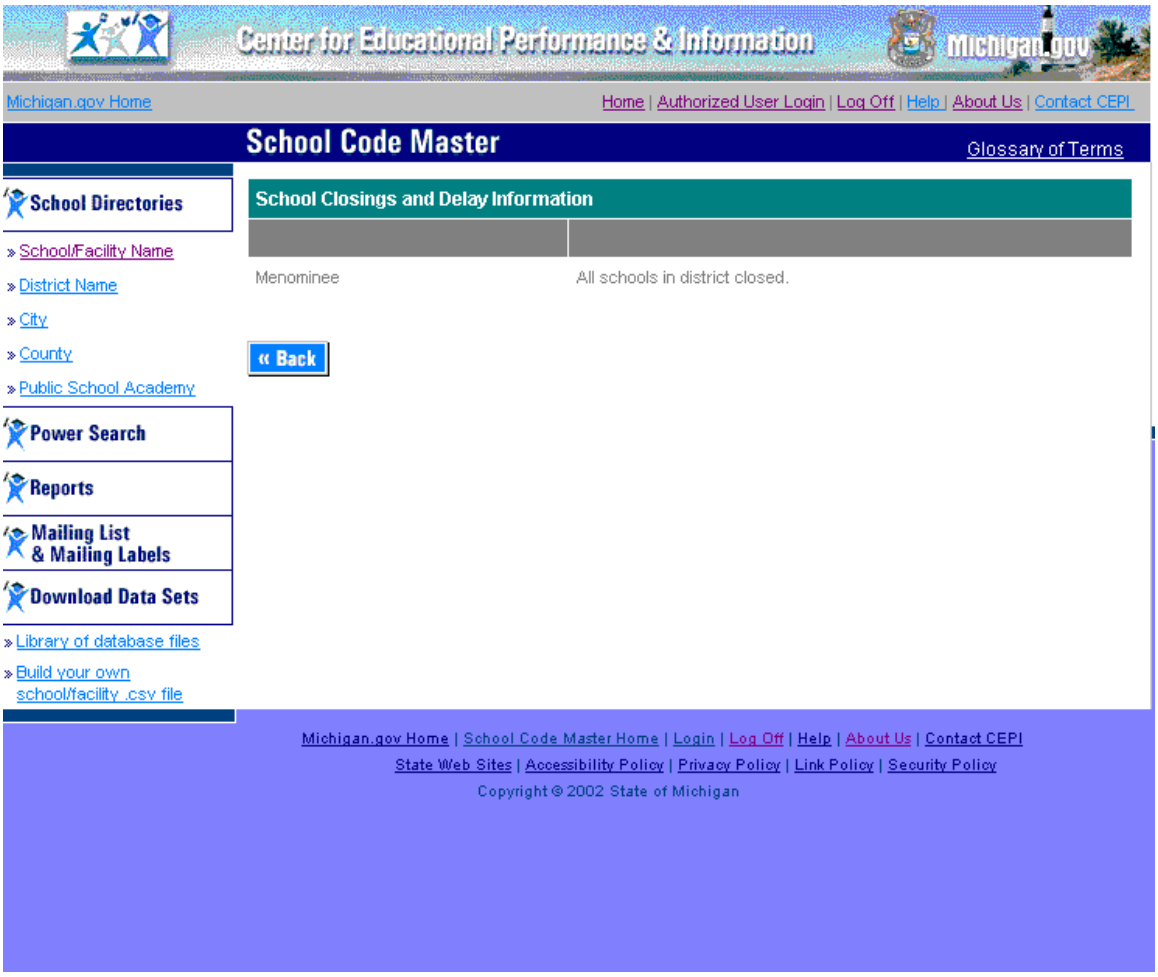
The following page will display:

3.1 Browse Listings

To view additional information on the school closing, select the **View Details** link.

The following page will display:

3.2 View Details

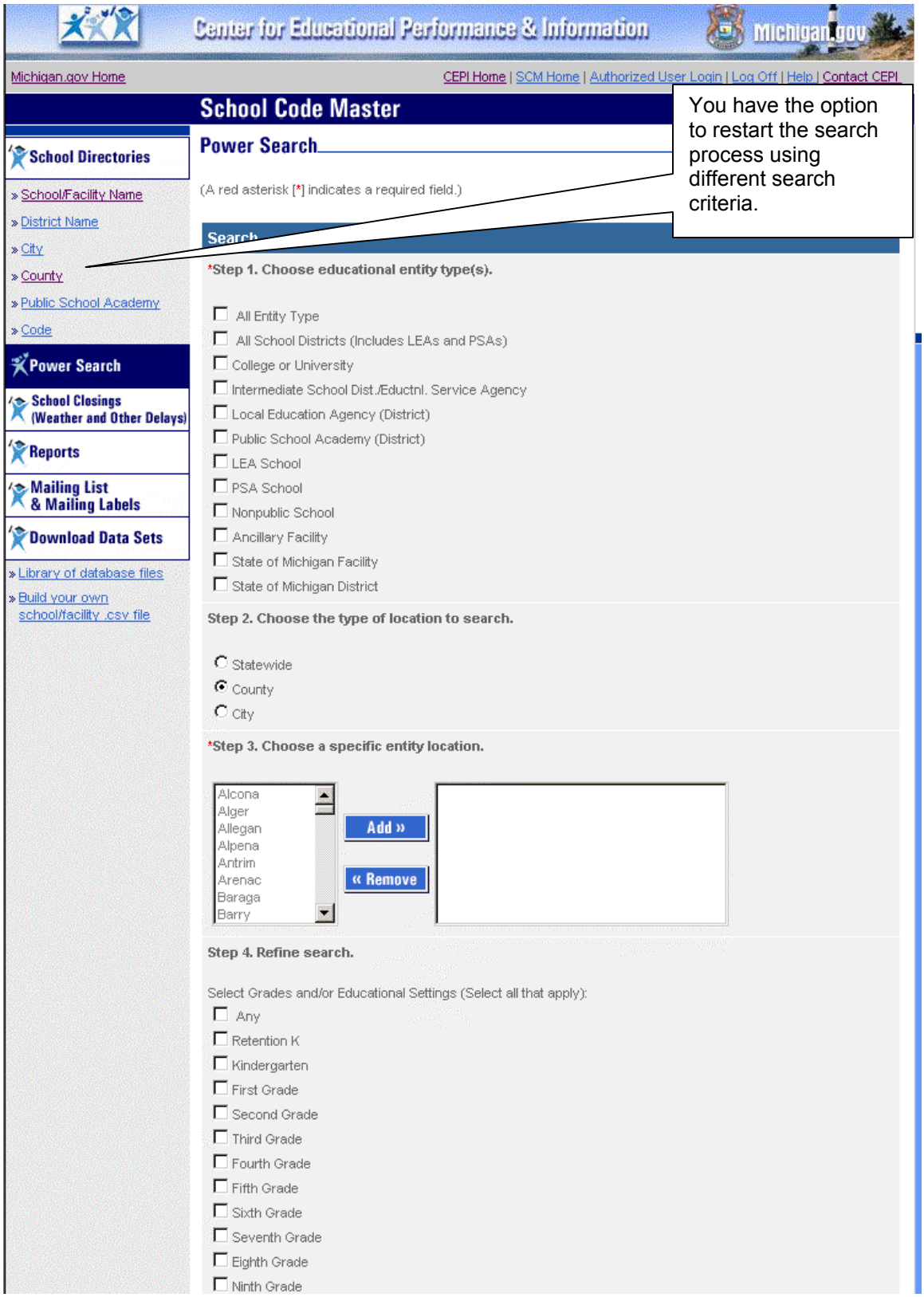


4 Power Search

4.1 SCM Interfaced

From the School Code Master Page, you have the option to search for schools/facilities using more detailed search criteria. You can initiate this type of search by clicking the **Power Search** link.

4.2 Six Steps

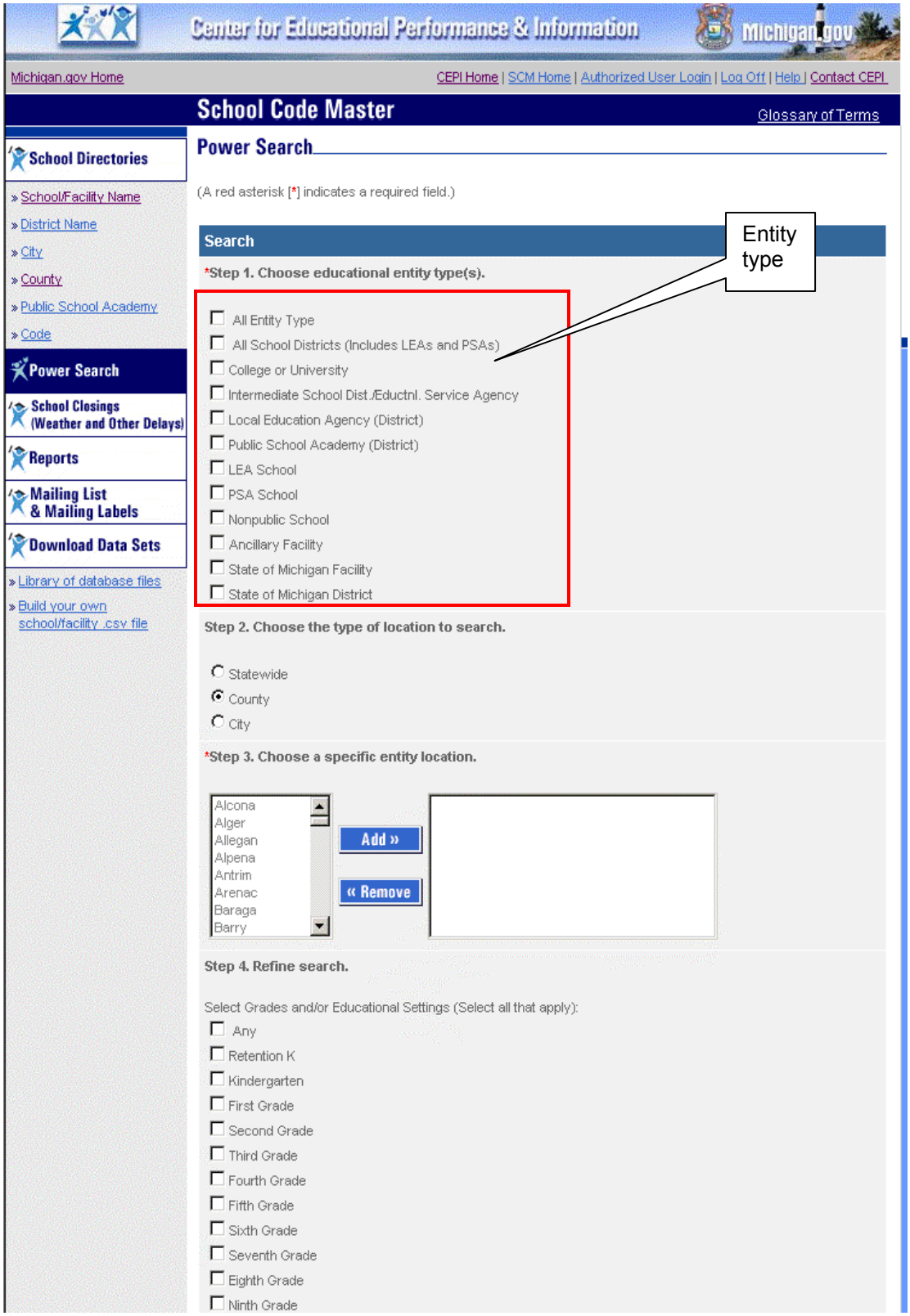

Center for Educational Performance & Information
Michigan.gov
Michigan.gov Home
CEPI Home | SCM Home | Authorized User Login | Log Off | Help | Contact CEPI
School Code Master
You have the option to restart the search process using different search criteria.
School Directories
» School/Facility Name
» District Name
» City
» County
» Public School Academy
» Code
Power Search
School Closings (Weather and Other Delays)
Reports
Mailing List & Mailing Labels
Download Data Sets
» Library of database files
» Build your own school/facility .csv file
Power Search
(A red asterisk [*] indicates a required field.)
Search
*Step 1. Choose educational entity type(s).
All Entity Type
All School Districts (Includes LEAs and PSAs)
College or University
Intermediate School Dist./Eductnl. Service Agency
Local Education Agency (District)
Public School Academy (District)
LEA School
PSA School
Nonpublic School
Ancillary Facility
State of Michigan Facility
State of Michigan District
Step 2. Choose the type of location to search.
Statewide
County
City
*Step 3. Choose a specific entity location.
Alcona
Alger
Allegan
Alpena
Antrim
Arenac
Baraga
Barry
Add »
« Remove
Step 4. Refine search.
Select Grades and/or Educational Settings (Select all that apply):
Any
Retention K
Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Sixth Grade
Seventh Grade
Eighth Grade
Ninth Grade

In order to perform a more detailed search for information (a power search), you will need to work through the following six steps:

1. Choose entity type
2. Choose the type of location to search
3. Choose a specific entity location
4. Refine search
5. Choose religious orientation
6. Click to search

Read on to learn about these steps.

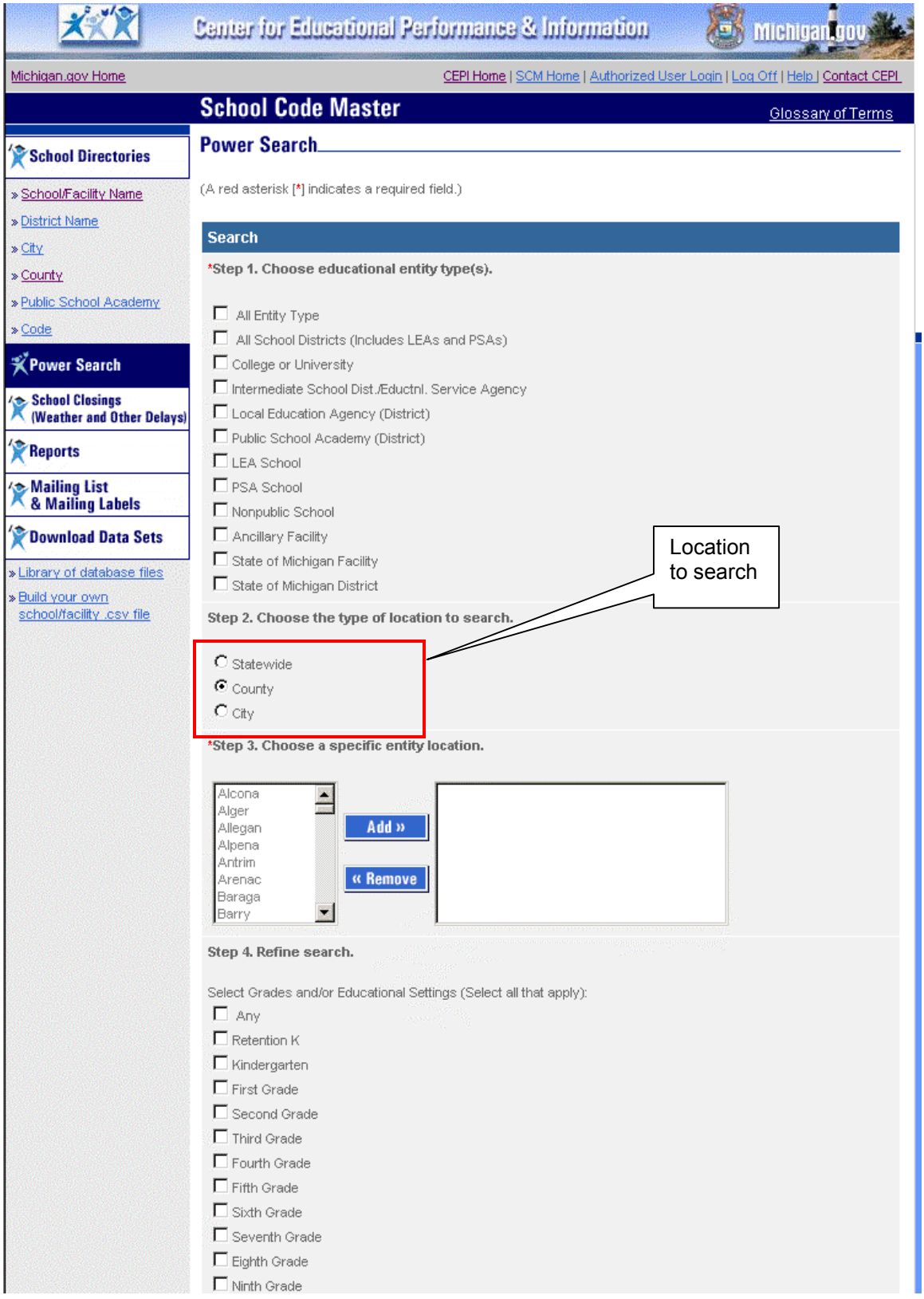
4.2.1 Step 1: Choose educational entity type(s)



This is a required step. Click the check box next to the type(s) of educational entities you would like to find. The following are entities you can search:

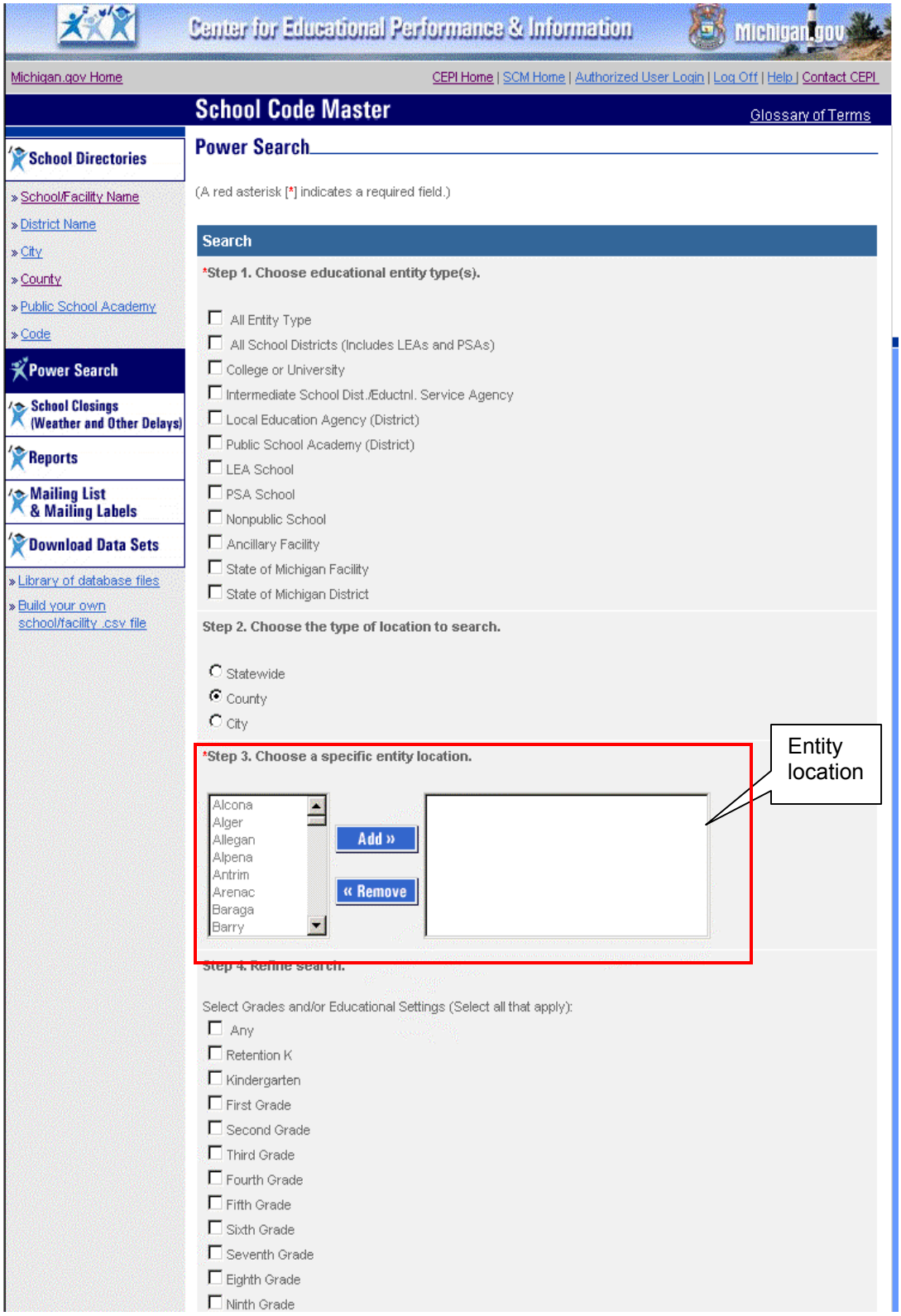
- All Entity Types
- All School Districts (includes LEAs and PSAs)
- College or University
- Intermediate School District
- School District (Local Education Agency)
- Public School Academy (District)
- Public School
- Public School Academy (School)
- Nonpublic School
- Ancillary Facility
- State of Michigan Facility
- State of Michigan District

4.2.2 Step 2: Choose the type of location to search



Where do you want to search for your school or facility? Click the circle next to the desired size of your search location—throughout the state, within a specific county, or within a specific city. The search location will determine your choices in step three.

4.2.3 Step 3: Choose a specific entity location



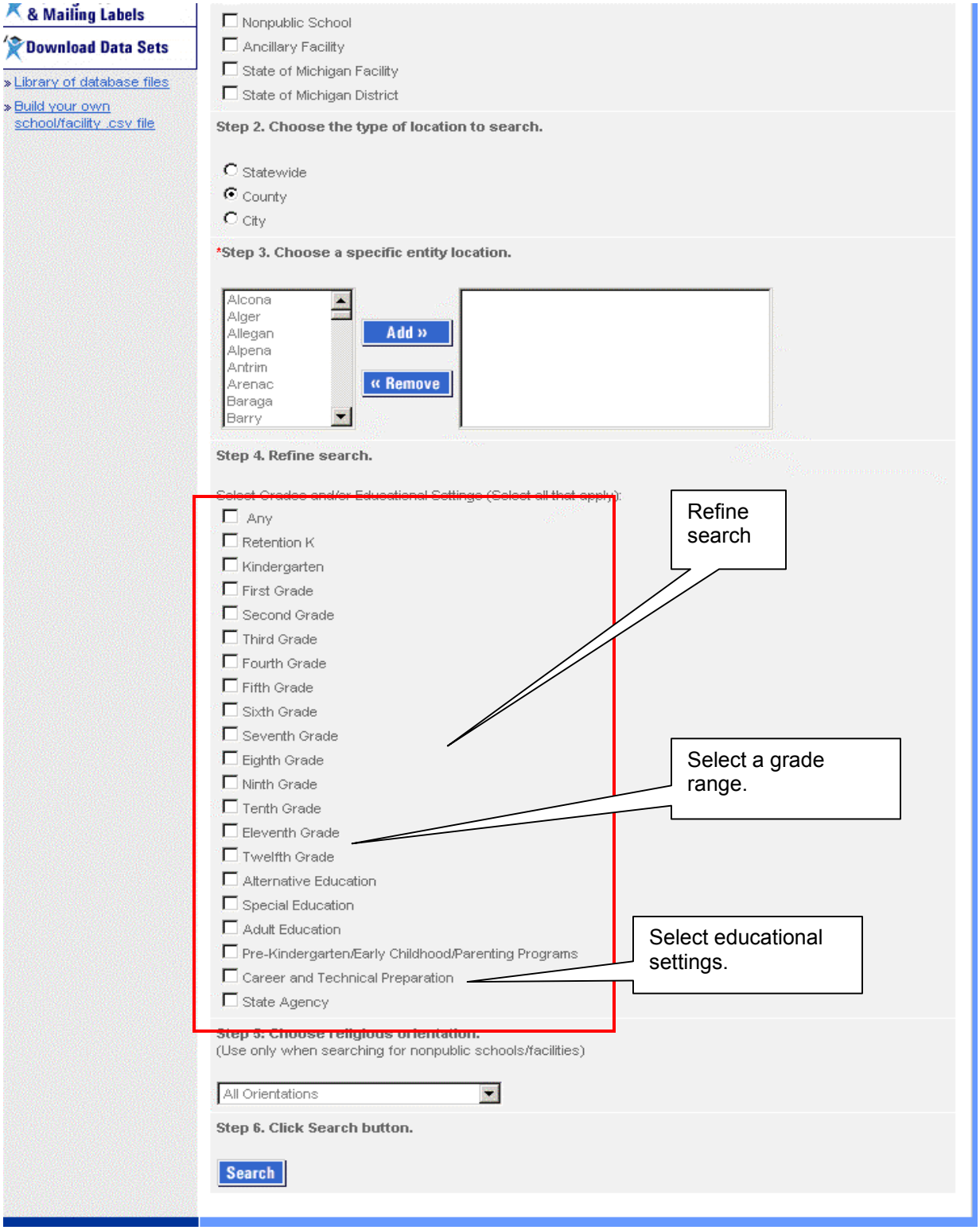
This is a required step. Once you select the type of location to search, this list will be filled with the names of specific counties or cities in alphabetical order. If you selected a statewide search, only the state will be named.

You can search multiple cities and multiple counties, but you cannot search both cities and counties at the same time.

Scroll through the list of counties, cities, or state and select the one you would like to search. Click the name and then click the **Add** button. The name of your selected county (or city) will appear in the text box on the right. Using this method, add the counties (or cities) you would like to search.

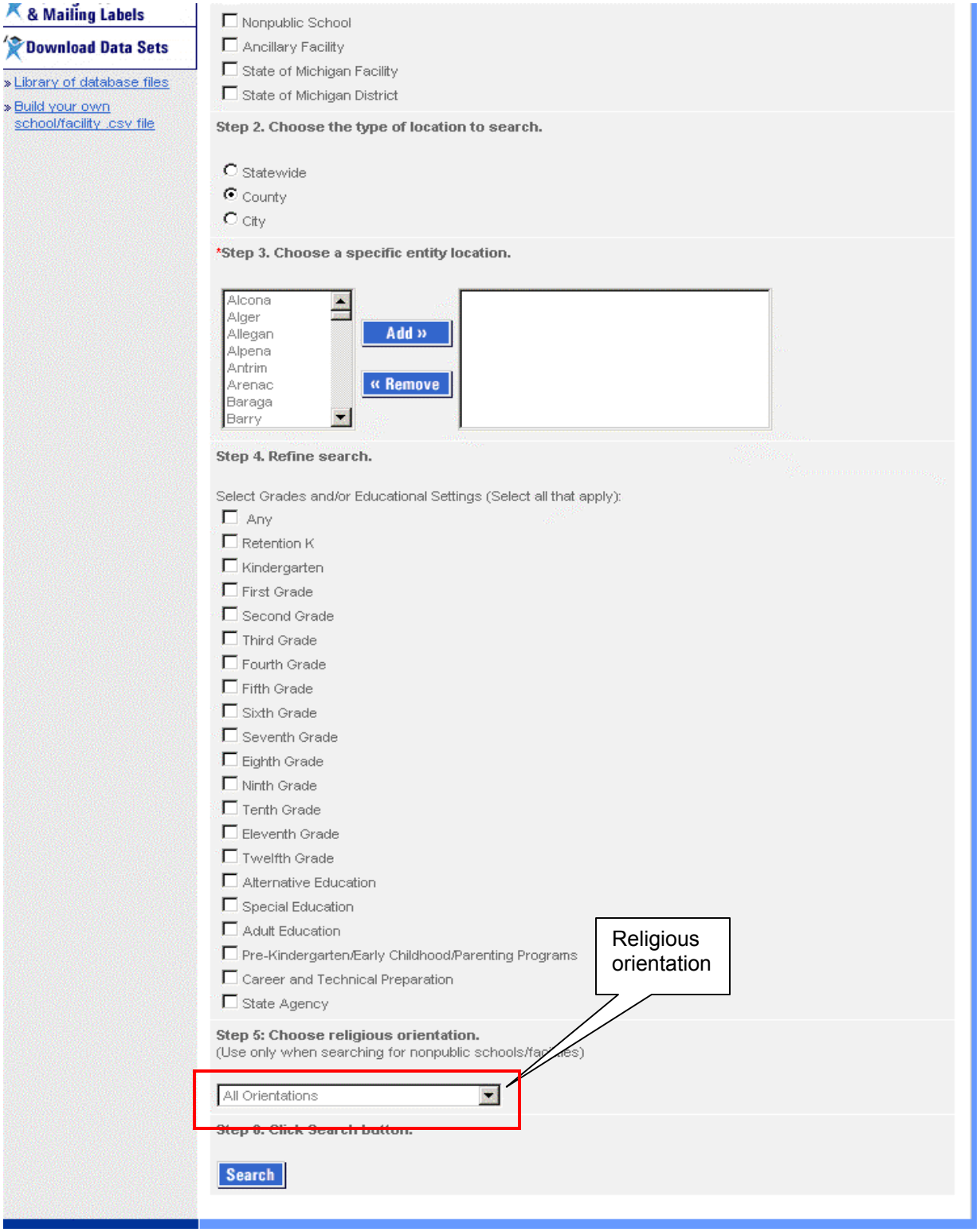
You can delete a county (or city) from your search by clicking on it in the right text box and clicking the **Remove** button. The selected county (or city) will be removed from your search.

4.2.4 Step 4: Refine search



Next, you will have the chance to refine your search even more by selecting the grade level(s) and/or educational settings you would like your educational entity to offer. You can add these items to your search by clicking the box just to the left of each item.

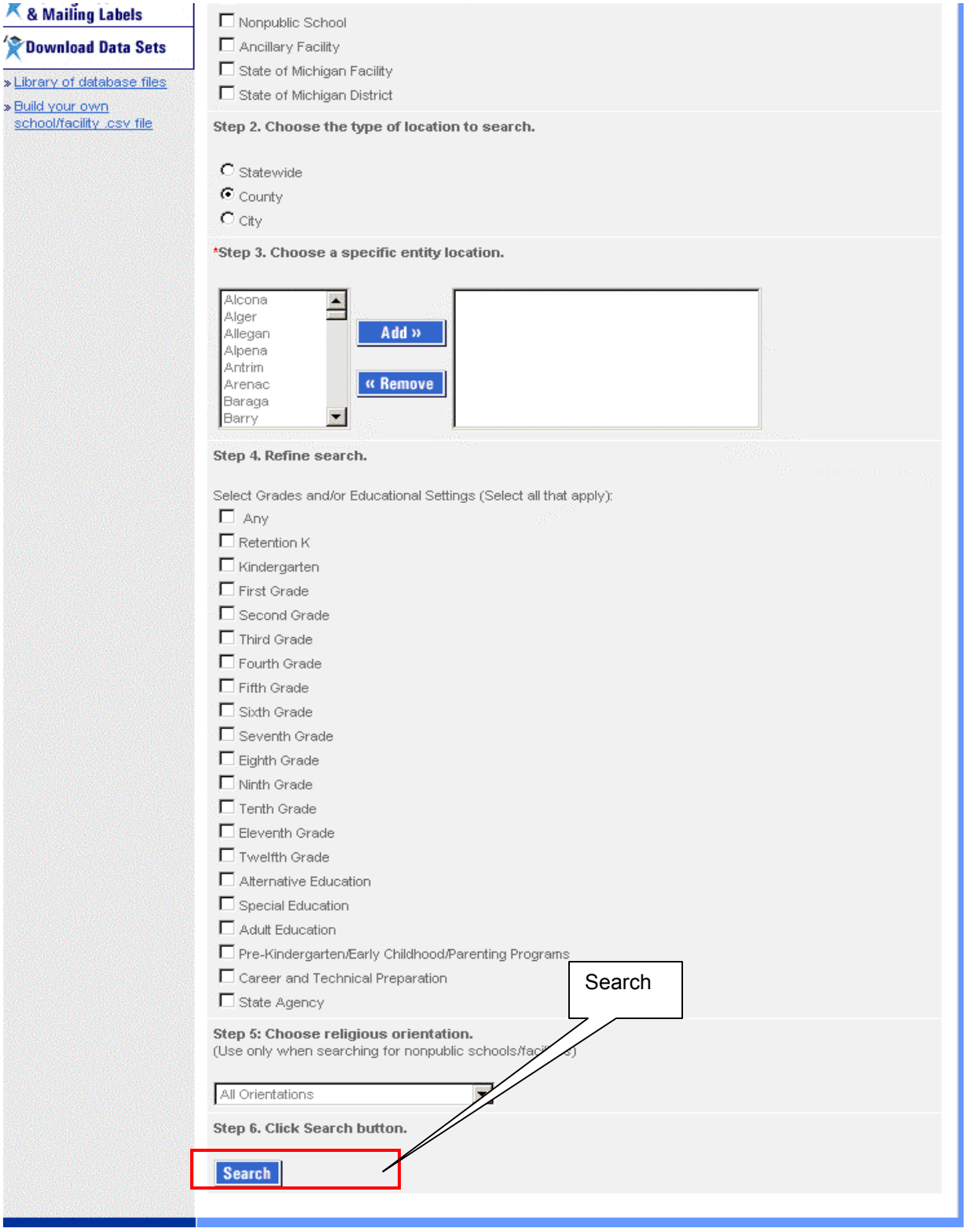
4.2.5 Step 5: Choose religious orientation



If you are searching for a nonpublic school or facility, you can choose to search for it by adding a religious orientation to your search criteria. The default affiliation is *"All Orientations*." To select a different religious orientation, you should

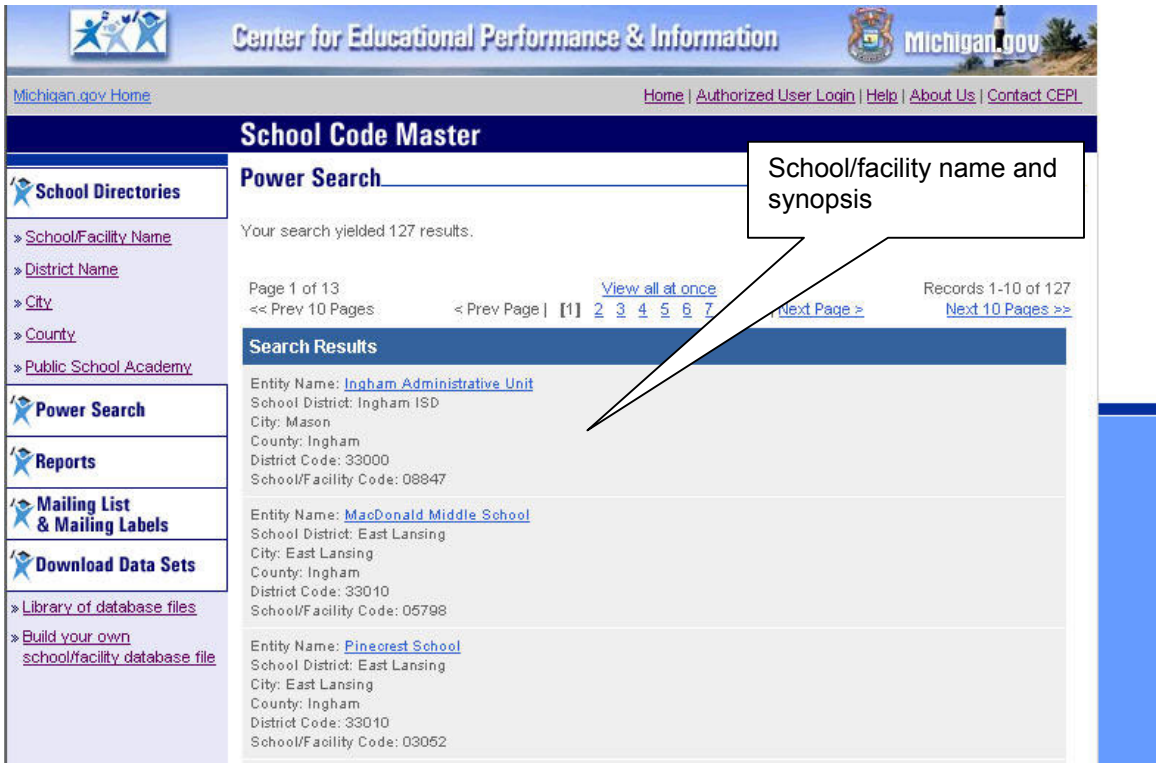
- Click the arrow to bring up the drop-down menu
- Scroll down the menu until the desired religious orientation is located
- Select the desired religious orientation by clicking on it

4.2.6 Step 6: Click Search button



The final step is also the easiest. Click the **Search** button to begin your search. Your results will automatically appear on this screen:

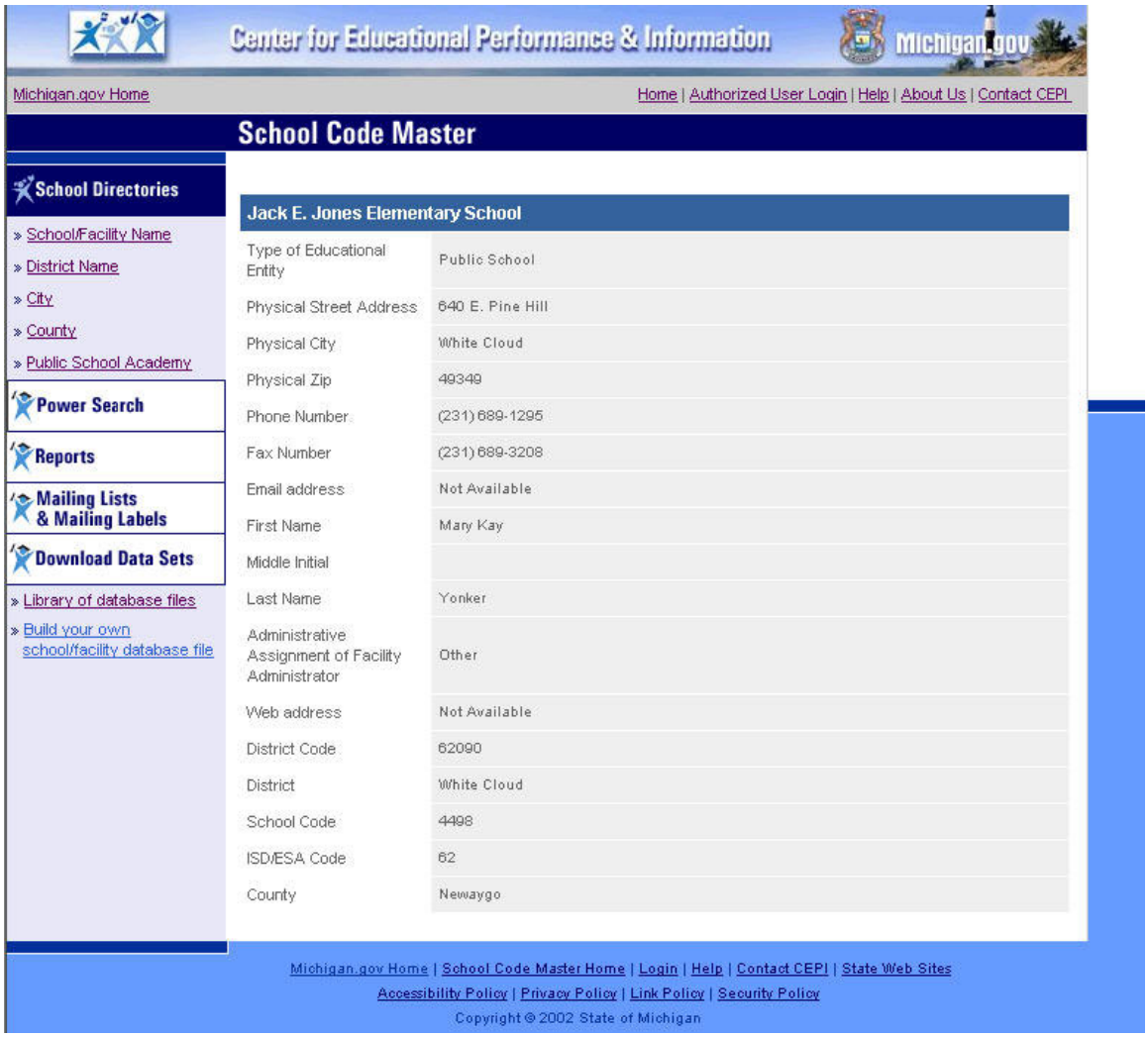
4.3 Search criteria results



This page contains a list of schools/facilities matching your search criteria and a synopsis for each entity. You can view more detailed information about each school/facility by clicking on the school/facility name.

You have a number of options for viewing the entries in your database file. Currently displayed is the first page of 10 results. Clicking on the page number links will take you to the 10 results found on that page. Click the **Next Page** link to view the next 10 entries of your database file. **Prev Page** will take you to the previous 10 search results.

4.4 Detailed Description



After clicking the school/facility name, you will be given a detailed description of the selected school/facility. You will see the following information:

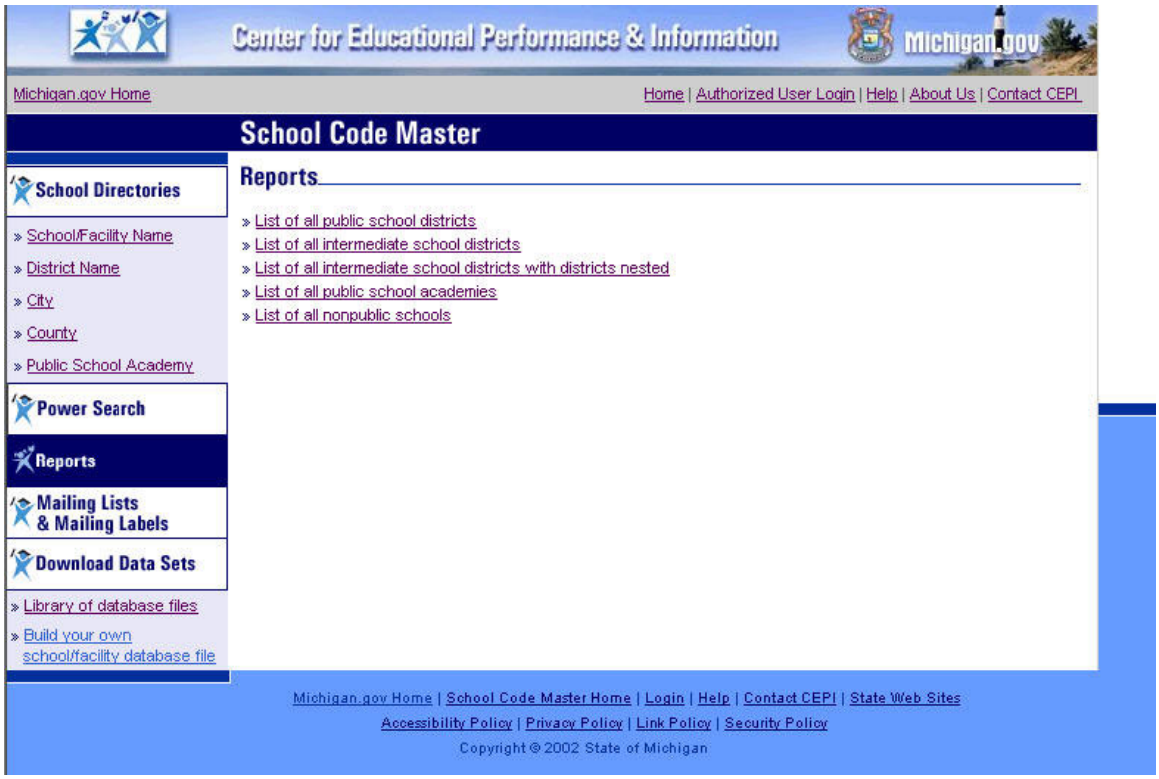
- Name of Entity
- Type of Educational Entity
- Physical Facility Street Address
- Physical Facility City
- Physical Facility Zip Code
- Telephone Number of Facility Administrator
- Fax number of Facility
- E-mail Address
- First Name
- Middle Initial
- Last Name
- Administrative Assignment of Facility Administrator
- Web site
- District Code
- District
- School Code
- ISD/ESA Code
- County Name

5 Reports

5.1 Click on link for Reports

Five preformatted reports will be available for you to access. These reports will be placed in a printer-friendly HTML format. The reports are a subset of the information within the downloads (.dbf files), which will be discussed later in this document. To view a list of available reports, select the **Click here for a list of available reports** link. You will then see the following screen:

5.2 Five Pre-Formatted Reports

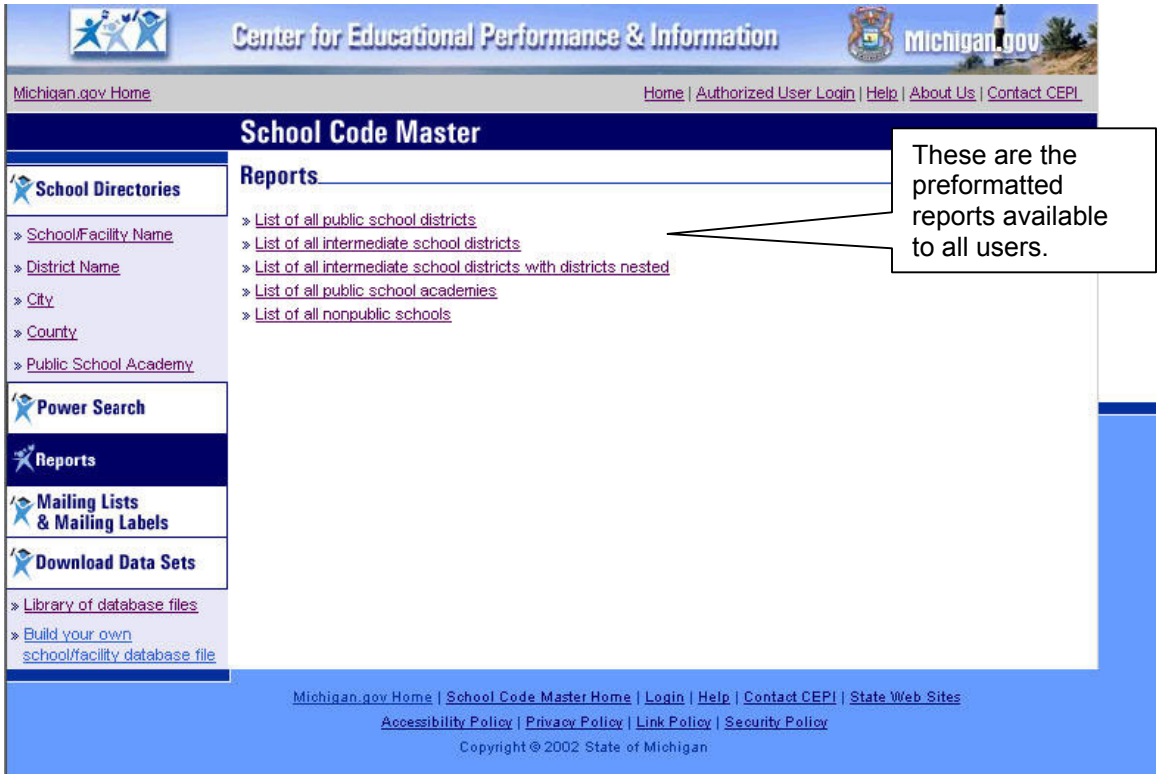


This page contains links to the five preformatted reports:

- List of all public school districts (Local Education Agencies)
- List of all Intermediate School Districts
- List of all Intermediate School Districts with Local Education Agencies (LEAs) and Public School Academies (PSAs)
- List of all Public School Academies (PSAs)
- Listing of nonpublic schools

To access any of these reports, click one of the links. A new window will appear containing the report you selected. Each report that is selected will replace the report that was previously open so that only two windows are ever open at one time.

5.2.1 Public School Reports – Screen 1



You access a preformatted report by clicking on a desired report link. To access a list of all public school districts, click the **List of all public school districts** (Local Education Agencies) link. Then you will see the following screen:

5.2.2 Public School Reports – Screen 2

Listing of Public School Districts (Local Educational Agencies)	
District Code	**District Name**
01010	Alcona Community Schools
02010	Autrain-Onota Public Schools
02020	Burt Township School District
02070	Munising Public Schools
02080	Superior Central Schools
03010	Plainwell Community Schools
03020	Otsego Public Schools
03030	Allegan Public Schools
03040	Wayland Union Schools
03050	Fennville Public Schools
03060	Martin Public Schools
03070	Hopkins Public Schools
03080	Saugatuck Public Schools
03100	Hamilton Community Schools
03440	Glenn Public School
04010	Alpena Public Schools
05010	Alba Public Schools
05035	Central Lake Public Schools
05040	Bellaire Public Schools

This list includes the following information for all school districts in the state of Michigan:

- District Code
- District Name

5.2.3 Intermediate School Districts – Screen 1

- To access a list of all intermediate school districts, select the **List of all intermediate school districts** link. The following screen will appear:

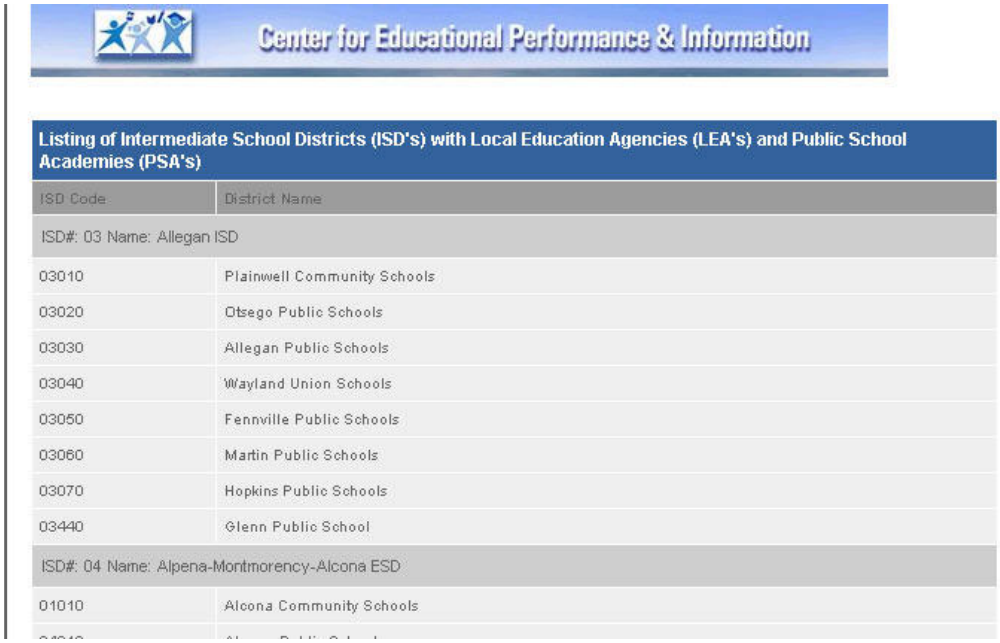
Listing of Intermediate School Districts (ISDs)	
ISD Code	**District Name**
03	Allegan ISD
04	Alpena-Montmorency-Alcona ESD
08	Barry ISD
09	Bay-Arenac ISD
11	Berrien ISD
12	Branch ISD
13	Calhoun ISD
14	Lewis Cass ISD
15	Charlevoix-Emmet ISD
16	Cheb-Otsego-Presque Isle ESD
17	Eastern Upper Peninsula ISD
18	Clare-Gladwin RESD
19	Clinton County RESA
21	Delta-Schoolcraft ISD
22	Dickinson-Iron ISD
23	Eaton ISD
25	Genesee ISD
27	Gogebic-Ontonagon ISD
28	Traverse Bay Area ISD

This list includes the following information for all intermediate school districts in the state of Michigan:

- ISD Code
- District Name

5.2.4 Intermediate School Districts – Screen 2

To access a list of all intermediate school districts with districts nested, click the **"List of all intermediate school districts with districts nested"** link. The following screen will appear:



This list contains the names of all intermediate school districts and the districts associated with each ISD, including the following information:

- ISD Code
- ISD Name
- District Number
- District Name

5.2.5 Public School Academies

To access a list of all public school academies, click the **List of all public school academies** link. The following screen will appear:

Listing of Public School Academies

ISD #	ISD	District #	School #	School Name
03	Allegan ISD	03901	00000	Discovery Elementary School
09	Bay-Arenac ISD	09901	00000	Bay-Arenac Community High School
09	Bay-Arenac ISD	09902	00000	Bay County PSA
11	Berrien ISD	11901	00000	Countryside Charter School
11	Berrien ISD	11903	00000	Benton Harbor Charter School
12	Branch ISD	12901	00000	Pansophia Academy
13	Calhoun ISD	13901	00000	Arbor Academy
13	Calhoun ISD	13902	00000	Endeavor Charter Academy
13	Calhoun ISD	13903	00000	Marshall Academy
13	Calhoun ISD	13904	00000	Battle Creek Area Learning Center
15	Charlevoix-Emmet ISD	15901	00000	Concord Academy:Boyne
15	Charlevoix-Emmet ISD	15902	00000	Northwest Academy
15	Charlevoix-Emmet ISD	24901	00000	Concord Academy - Petoskey

This list includes the following information for all public school academies in the state of Michigan:

- ISD Code
- ISD Name
- District Code
- School Code
- School Name

5.2.6 Nonpublic Schools

To access a list of all nonpublic schools, click the List of all nonpublic schools link. The following screen will appear:

Listing of Nonpublic Schools

ISD Code	ISD Name	District Code	District Name	School Code	School Name
03	Allegan ISD	03000	Allegan ISD	06828	Allegan Coop Preschool Nursery
03	Allegan ISD	03020	Otsego Public Schools	02367	Otsego Baptist Academy
03	Allegan ISD	03020	Otsego Public Schools	02888	Peace Evan Lutheran School
03	Allegan ISD	03020	Otsego Public Schools	03850	St. Margaret School
03	Allegan ISD	03040	Wayland Union Schools	02585	Moline Christian School
03	Allegan ISD	03040	Wayland Union Schools	04028	St. Therese Catholic School
03	Allegan ISD	03060	Martin Public Schools	05092	East Martin Christian School
03	Allegan ISD	03060	Martin Public Schools	08434	East Martin Christian H.S.
03	Allegan ISD	03070	Hopkins Public Schools	04014	St. Stanislaus School
03	Allegan ISD	03070	Hopkins Public Schools	05173	St. Mary's Visitation School
03	Allegan ISD	03070	Hopkins Public Schools	06624	SS. Peter & Paul Lutheran School
04	Alpena-Montmorency-Alcona ESD	04010	Alpena Public Schools	01831	Immanuel Lutheran School
04	Alpena-Montmorency-Alcona ESD	04010	Alpena Public Schools	03609	All Saints Catholic School
04	Alpena-Montmorency-Alcona ESD	04010	Alpena Public Schools	04943	Alpena SDA Elementary School
04	Alpena-Montmorency-Alcona ESD	04010	Alpena Public Schools	08768	Alpena Christian School/Asso.
08	Barry ISD	08000	Barry ISD	03929	Hastings Humpty Dumpty Coop
08	Barry ISD	08010	Delton-Kellogg School District	04699	Cedar Creek Christian School
08	Barry ISD	08030	Hastings Area School District	02816	Hastings SDA School
08	Barry ISD	08030	Hastings Area School District	04001	St. Rose of Lima Catholic School

This list includes the following information for all nonpublic schools in the state of Michigan:

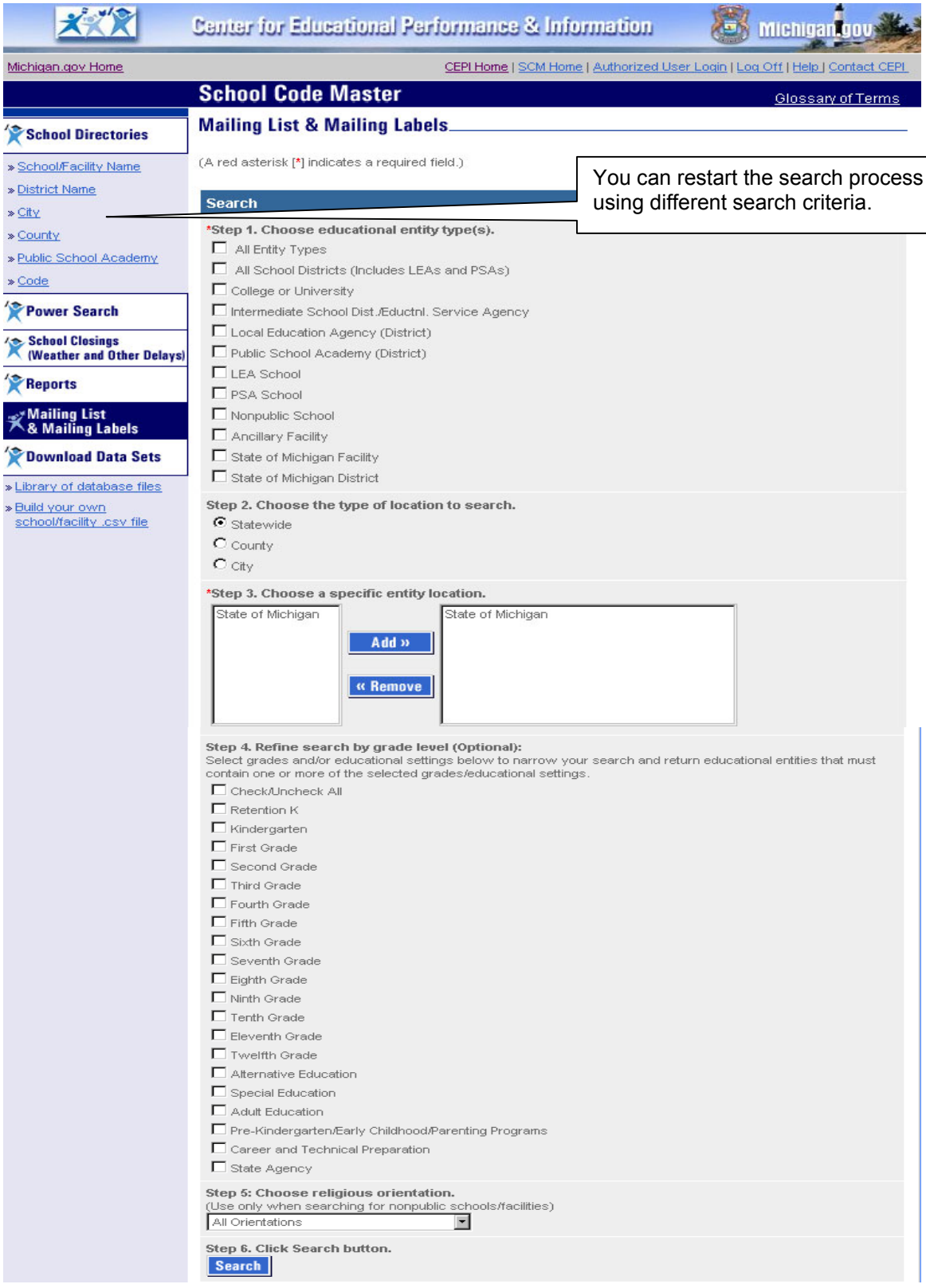
- ISD Code
- ISD Name
- District Code
- District Name
- School Code
- School Name

6 Mailing List and Mailing Labels

6.1 Create Your Own

You have the option to create school and facility mailing lists or to create a file that can be used to produce mailing labels. Select the **Create your own school/facility mailing list and mailing labels** link. The following screen will appear:

6.2 Customizing Your List

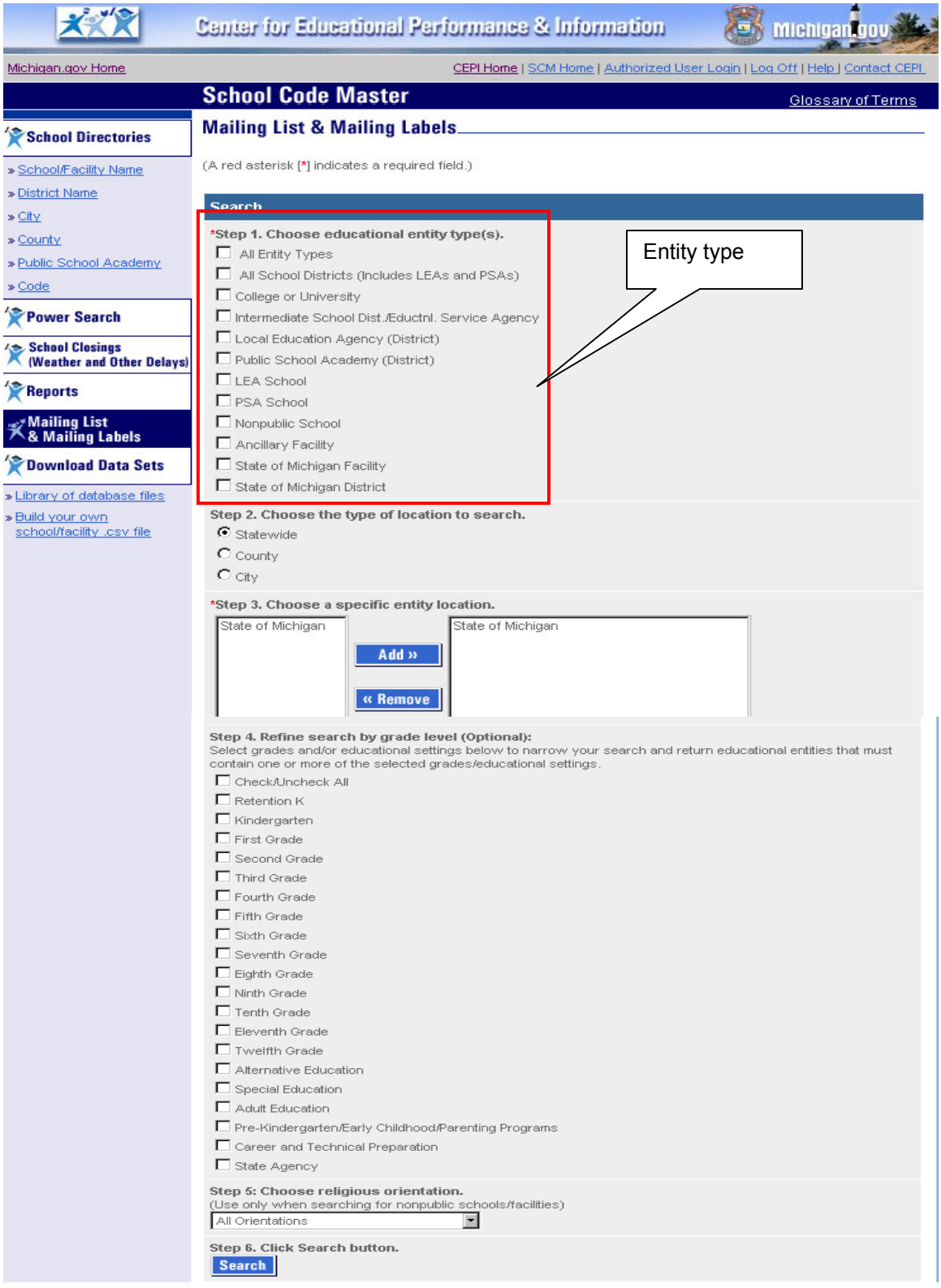


This page allows you to create a customized mailing list of schools, facilities, and their administrators that you can print or even download in comma-separated value (.csv) file format. To create your customized mailing list, complete the following six steps:

1. Choose educational entity type(s)
2. Choose the type of location to search
3. Choose a specific entity location
4. Refine search, if necessary. To get all, do not select any grades or educational settings.
5. Choose religious orientation, if applicable. (Only applies if searching for a specific religious nonpublic school.)
6. Click the **Search** button

Read on to learn more about these steps.

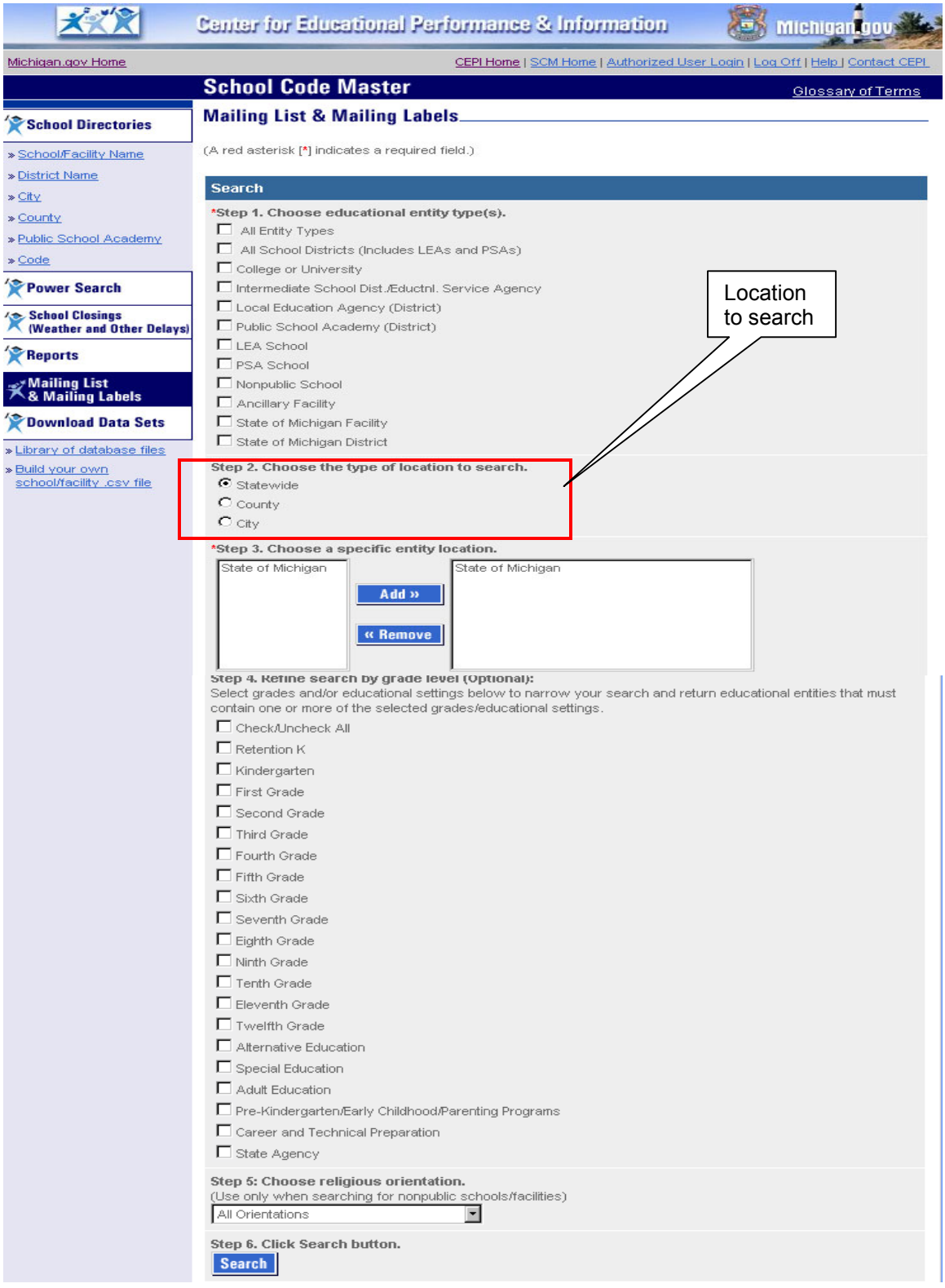
6.2.1 Step 1: Choose educational entity type(s)



This is a required step. Click the check box next to the type(s) of educational entities you would like to add to your mailing list. The following are entities you can choose from:

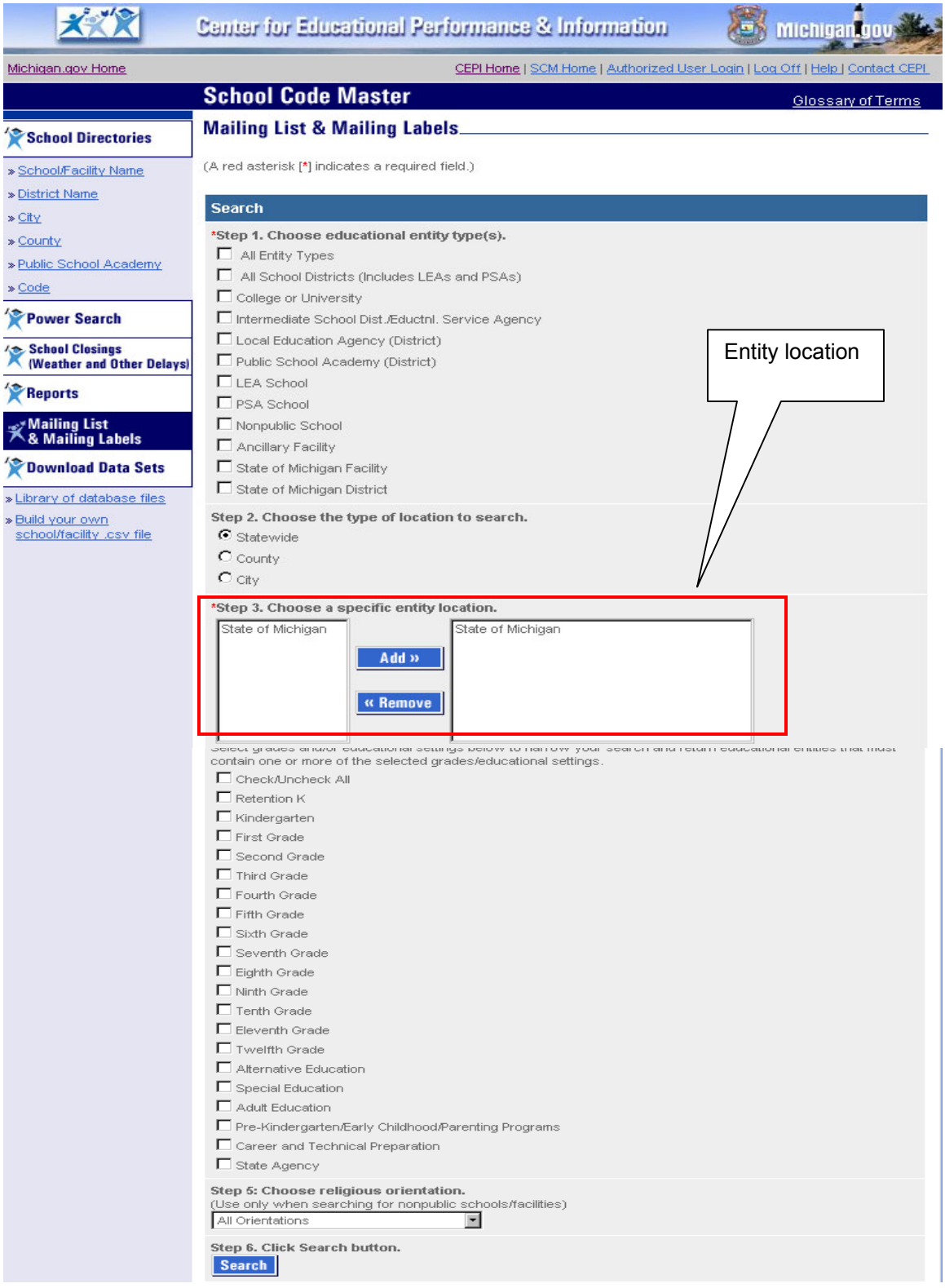
- All Entity Types
- All School Districts (includes LEAs and PSAs)
- College or University
- Intermediate School District
- Local Education Agency (District)
- Public School Academy (District)
- LEA School
- PSA School
- Nonpublic School
- Ancillary Facility
- State of Michigan Facility
- State of Michigan District

6.2.2 Step 2: Choose the type of location to search



Where are the schools or facilities located that you would like to add to your mailing list? Click the circle next to the desired size of your mailing list location—throughout the state, within a specific county, or within a specific city. The location will determine your choices in step three.

6.2.3 Step 3: Choose a specific entity location



This is a required step. Once you select the location of your mailing list, this menu will be filled with the names of specific counties or cities in alphabetical order. If you selected a statewide search, only the state will be named.

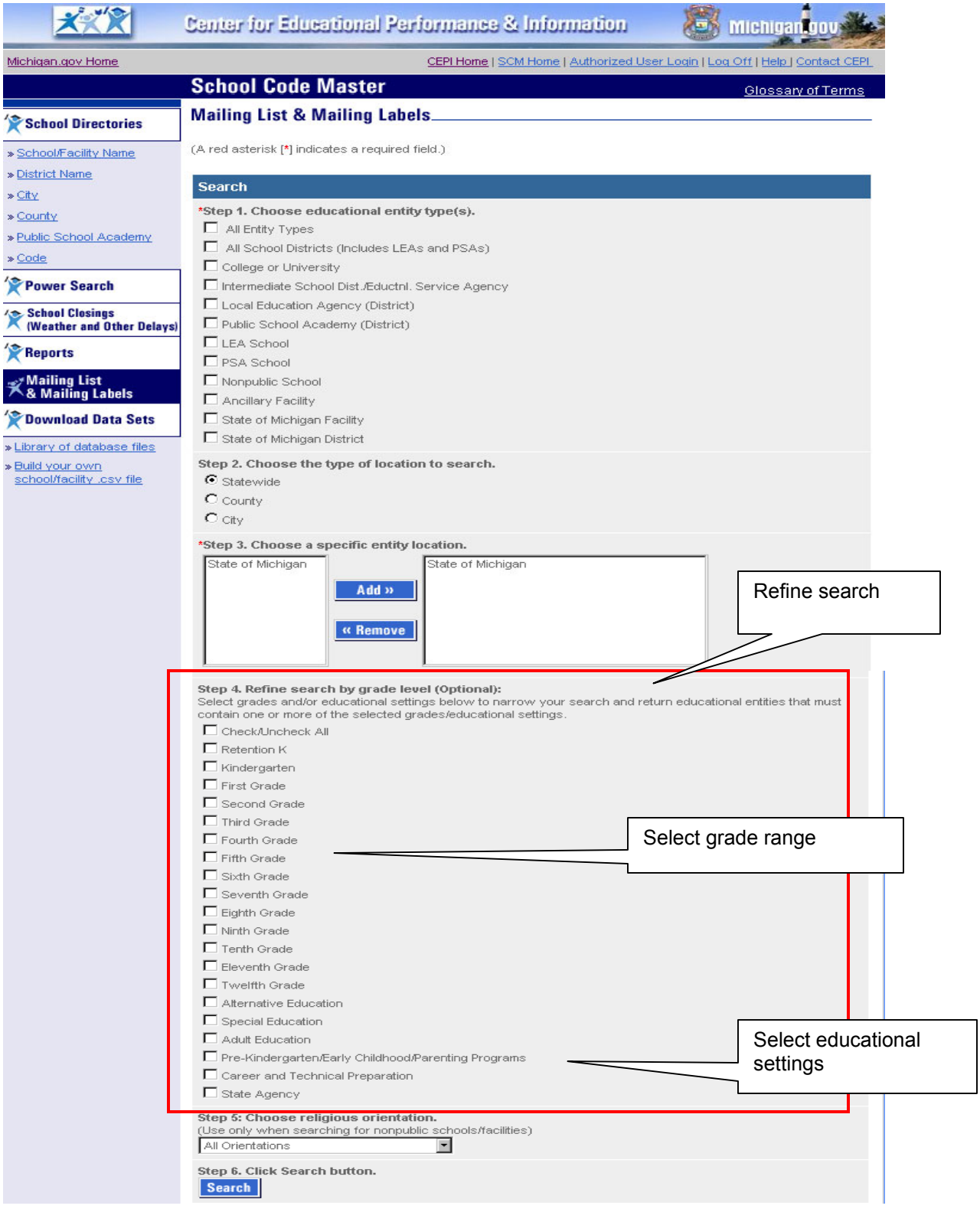
You can add multiple cities and multiple counties to your mailing list, but you cannot mix specific cities and specific counties in the same mailing list.

Scroll through the list of counties (or cities) and select the one you would like to add to your list. Click the name and then click the **Add** button. The name of your selected county, city, or state will appear in the text box on the right. Using this method, add the desired counties or cities (or the entire state) you would like to add to your mailing list. If you would like to add schools/facilities statewide, you need to add the state of Michigan to your list.

You can delete a county (or city) from your search by clicking on it in the right text box and clicking the **Remove** link. The selected county (or city) will be removed from your mailing list.

For large statewide searches, it is recommended that you use the Downloadable Data Sets (state .dbf) instead of this option.

6.2.4 Step 4: Refine search



Next, you will have the chance to refine your mailing list even more by selecting the grade level(s) and/or educational settings of the educational entities you are adding to your list. You can add these items to refine your mailing list by clicking the box just to the left of each item.

Note:

If you are selecting public school districts:

- All School Districts

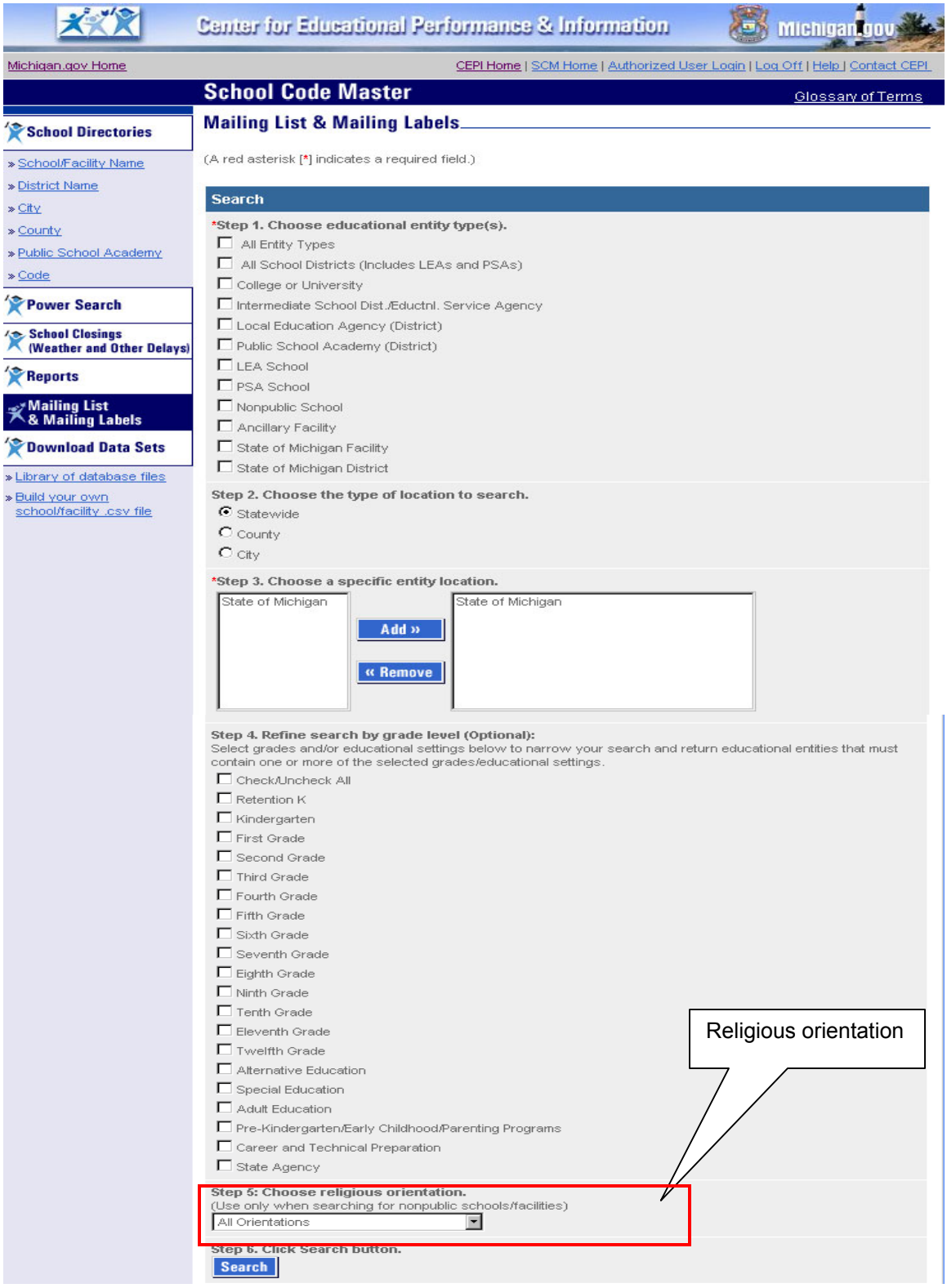
  Or

- Intermediate School Districts
- LEA Districts
- PSA Districts

It is not necessary to check any grades or educational settings.

You would also not use Step 5.

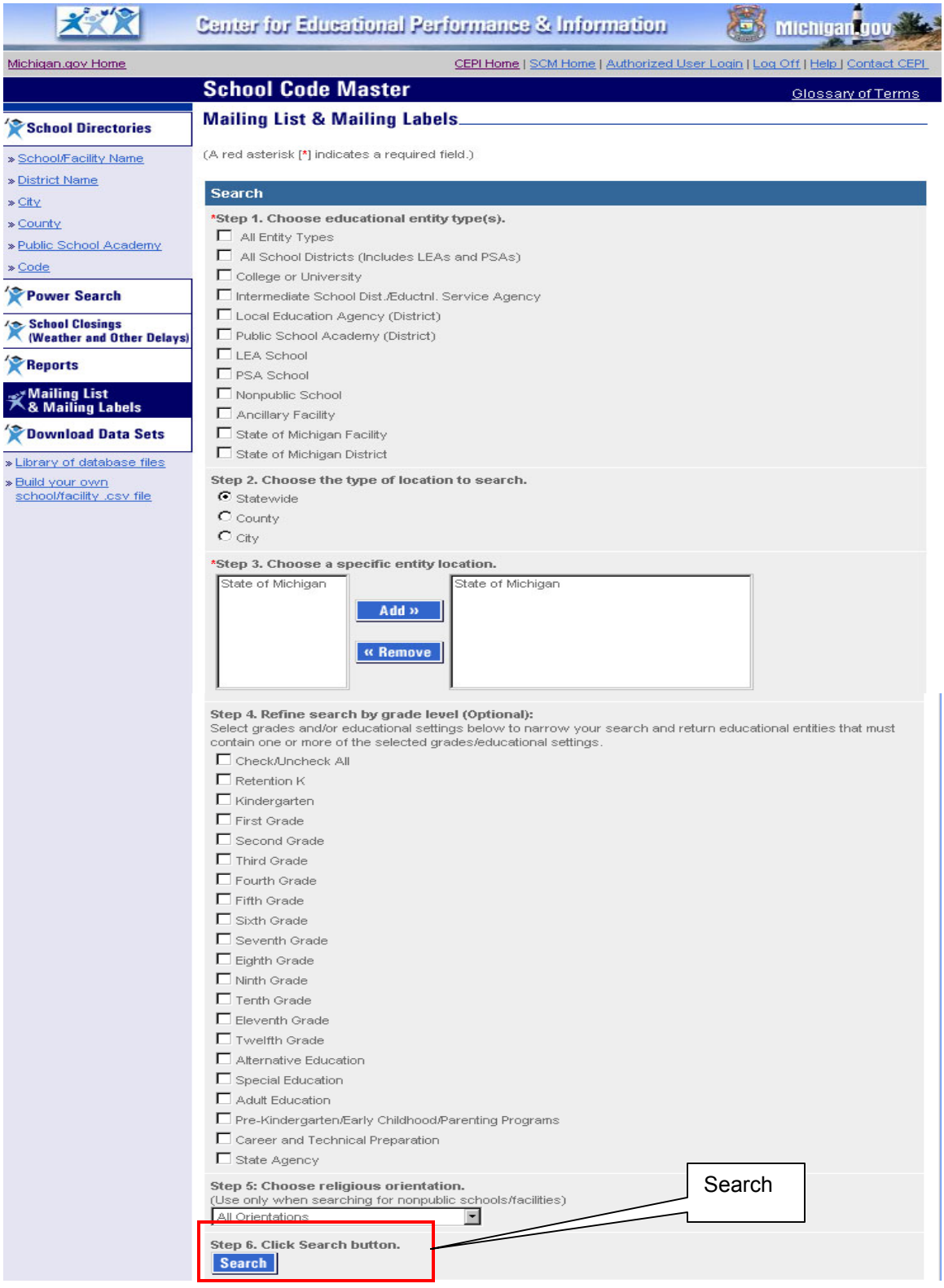
Step 5: Choose religious orientation



If you are creating a mailing list for a nonpublic school or facility, you can choose to further refine your list by adding a religious orientation. The default affiliation is *All Orientations*. To select a different religious orientation, you should:

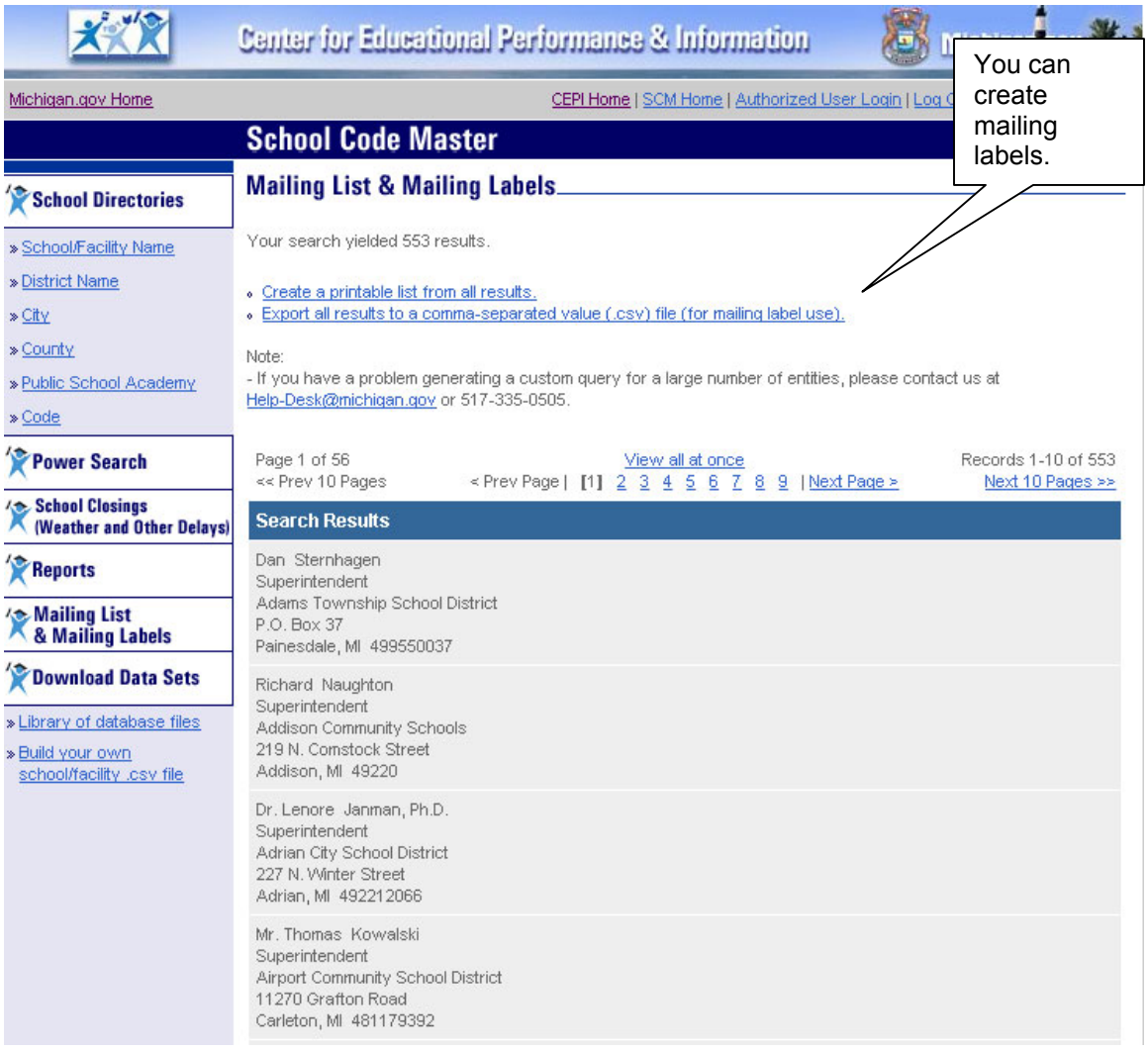
- Click the arrow to bring up the drop-down menu
- Scroll down the menu until the desired religious orientation is located
- Select the desired religious orientation by clicking on it

6.2.5 Step 6: Click the Search button



The final step is also the easiest. Click the **Search** button to compile your personalized mailing list. You will see the following screen (in Section 6.3):

6.3 Display of your customized mailing list



This page displays your customized mailing list and allows you to create a printable list and a downloadable .csv file of your results.

Click the **Create a printable list from all results** link to open a window containing a printable form of your mailing list that you can direct to your local printer. The mailing list and mailing labels will consist of nine specific items for each entry:

- Honorific title
- First Name
- Middle Initial
- Last Name
- Title
- Official Name of Entity

- Mailing Street Address
- City
- State (**MI**)
- Zip Code

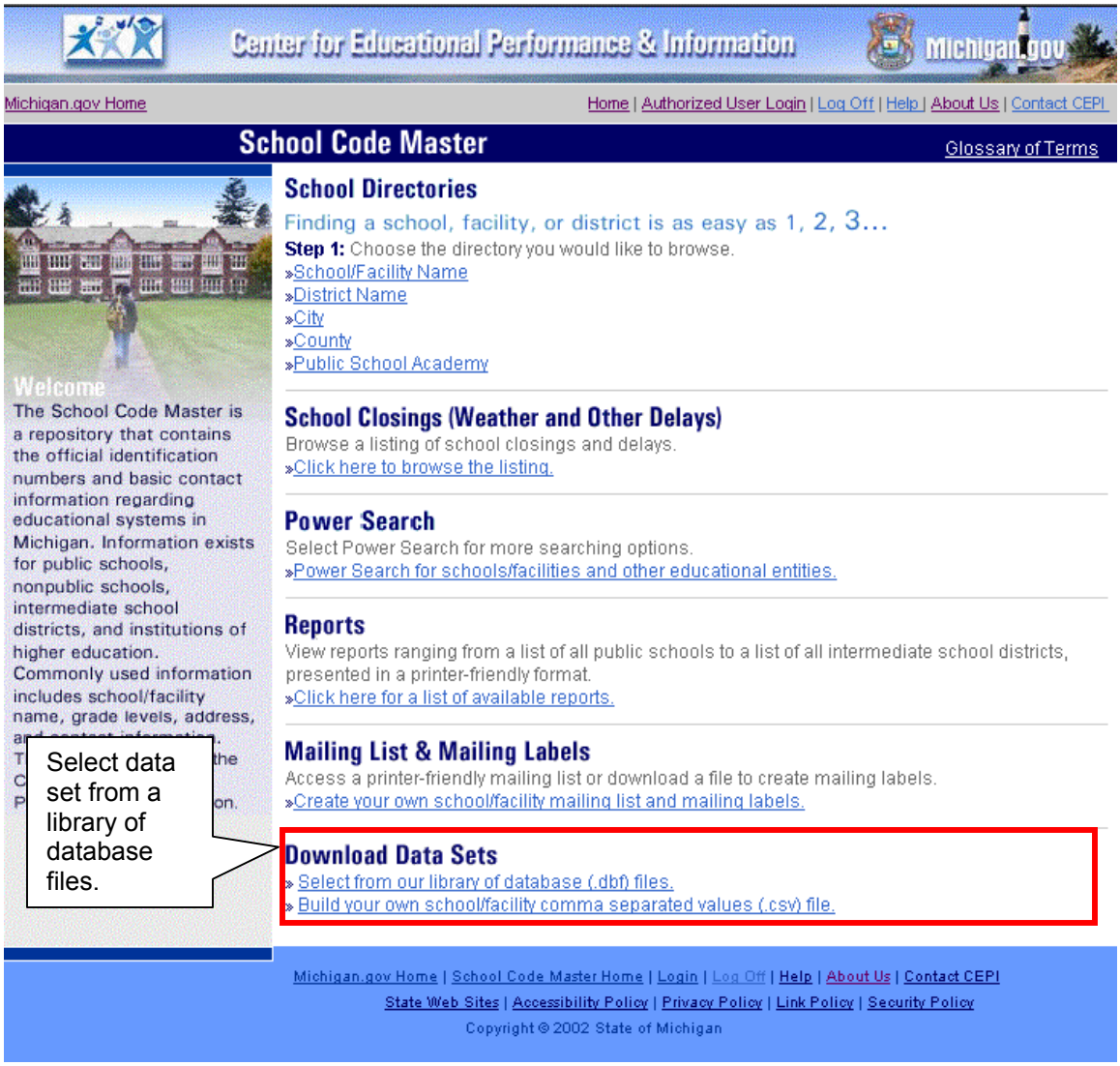
To create a downloadable .csv file containing your personalized mailing list, click **Export all results in comma-separated value (.csv) file format (for mailing label use)**.

You have a number of options for viewing your mailing list. Currently displayed is the first page of results. Clicking on the **page number** will take you to the results found on that page. Click the **View all at once** link to view your mailing list in its entirety. Click the **Next Page** link to view the next page of your mailing list. Click the **Prev Page** link to view the previous page of your mailing list.

7 Download Data Sets

7.1 Library of Database .dbf Files

7.1.1 Step 1: Select Library Link

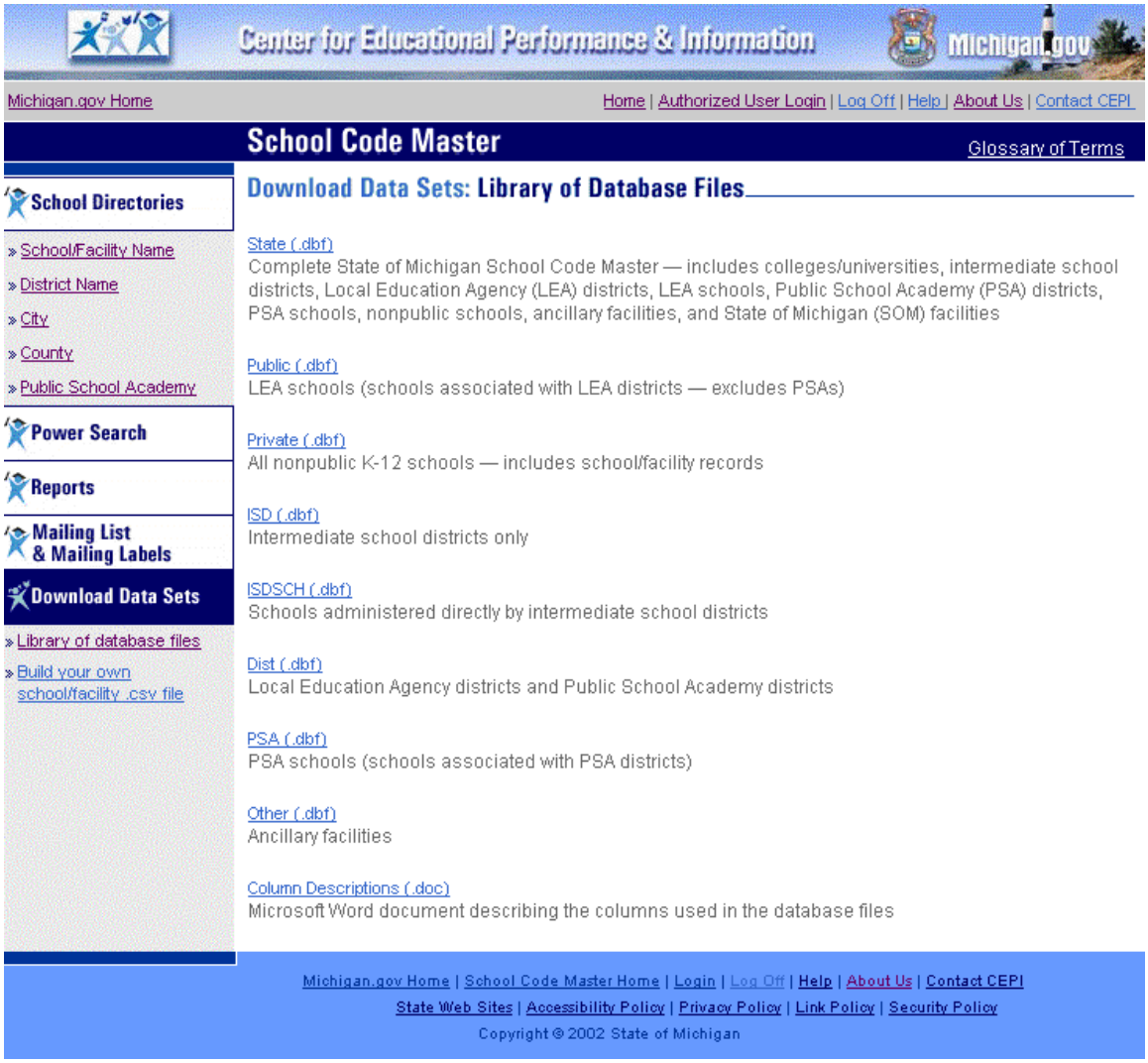


You have the option to download data sets. This can be done in two different ways:

- Select from a library of database files
- Build your own school/facility database file

To select from a library of database files, select the **Select from our library of database (.dbf) files** link. The following screen will appear:

7.1.2 Step 2: Select Data Set



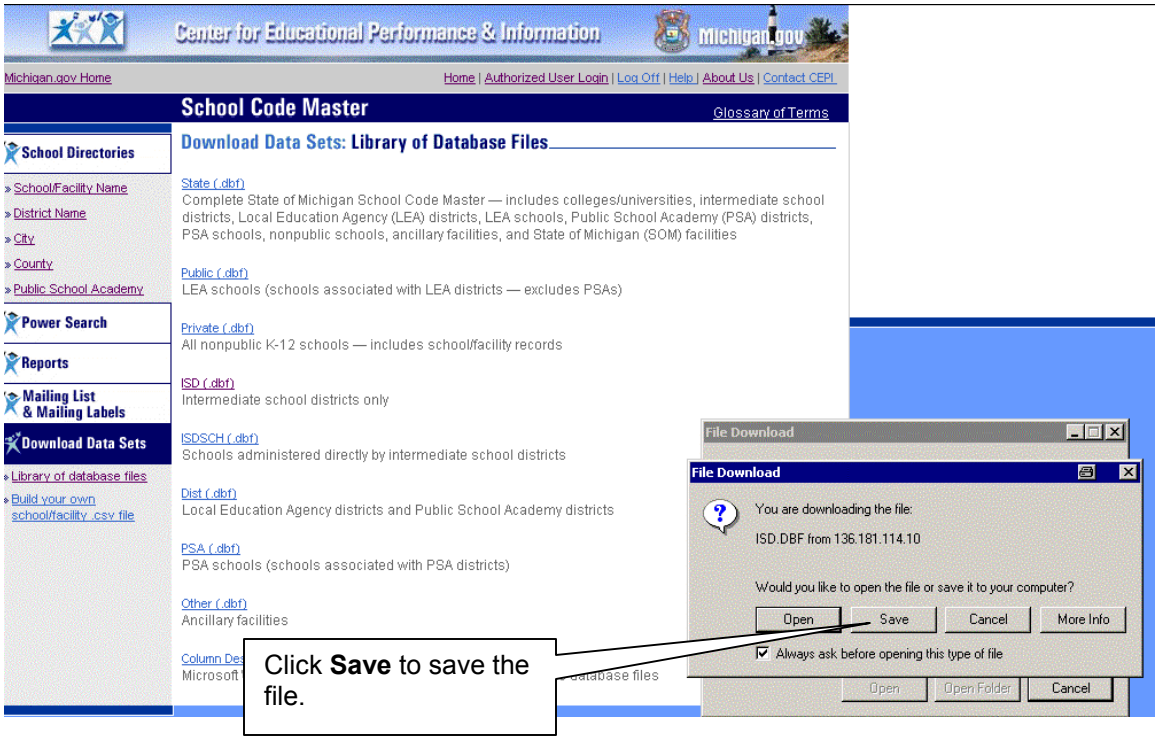
This page contains links to eight data set options for download:

- State – Complete State of Michigan School Code Master. Includes colleges/universities, intermediate school districts, Local Education Agency (LEA) districts, LEA schools, Public School Academy (PSA) districts, PSA schools, nonpublic schools, ancillary facilities, State of Michigan (SOM) facilities, and State of Michigan districts (SOMD).
- Public – this consists of all public schools/facilities
- Private – this consists of all nonpublic K-12 schools/facilities
- ISD – this consists of intermediate school districts only
- ISDSCH – this consists of public K-12 schools administered directly by ISD

- DIST – this consists of local school districts, including Local Education Agencies and Public School Academies
- PSA – this consists of public school academies
- Other – this consists of ancillary facilities
- Column Descriptions (.doc) - Microsoft Word document describing the columns used in the database files

To download a specific data set, click on the desired data set link. Once the desired link is clicked, you will see a screen similar to the following screen:

7.1.3 Step 3: Save



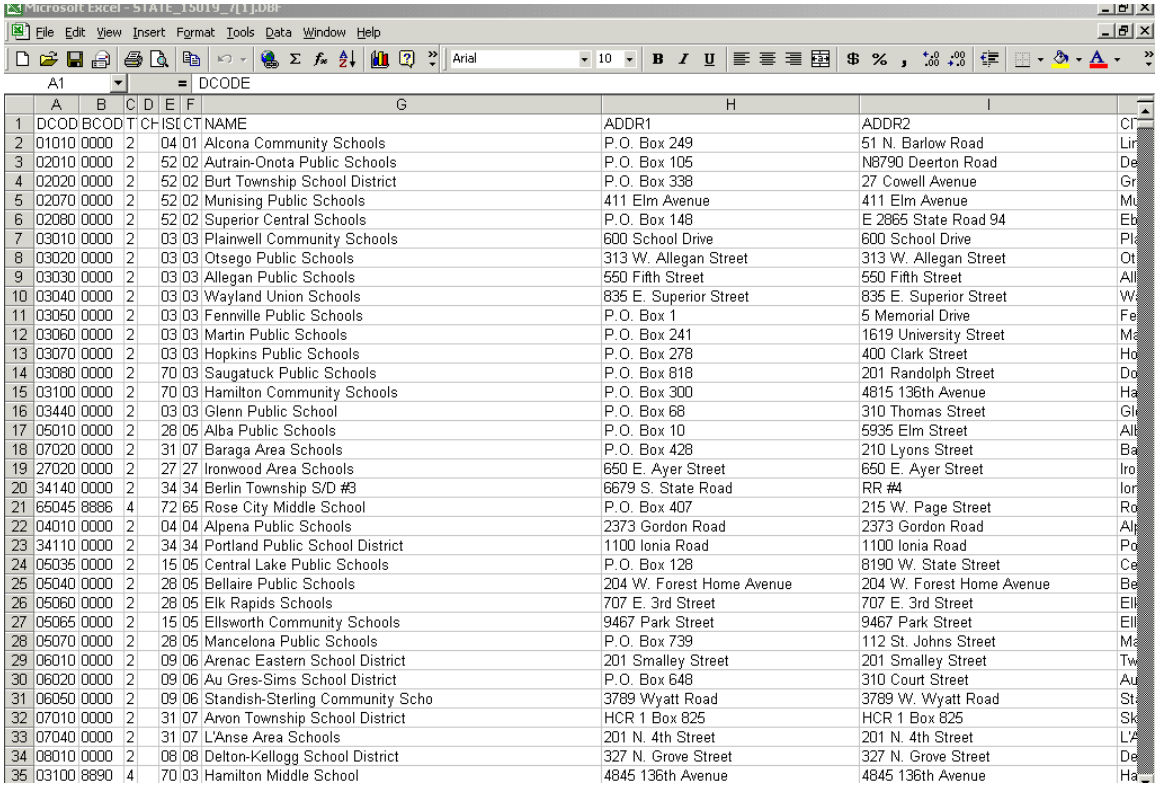
On the new window that appears, click **Save** to save the file. (Note: This series of actions may vary depending on your browser and operating system.) Then choose on your system a directory where you want to store the download file. Click **Save** to complete the download.

Once the download is complete, you have the chance to open the file or open the folder where the file is stored. If you already have an application associated with .dbf file formats, click the **Open** button.

If you don't have an application associated with .dbf files, click the **Open Folder** button. Right click on the file and select **Open With** and then **Choose Program** from the menus that appear. A list of applications installed on your computer will appear. Select an application that can open .dbf files, such as Excel or SSP.

If you open the file with Microsoft Excel, a screen similar to the following will appear:

7.1.4 Step 4: Review



Microsoft Excel - STATE_15019_7[1].DBF

File Edit View Insert Format Tools Data Window Help

Arial 10

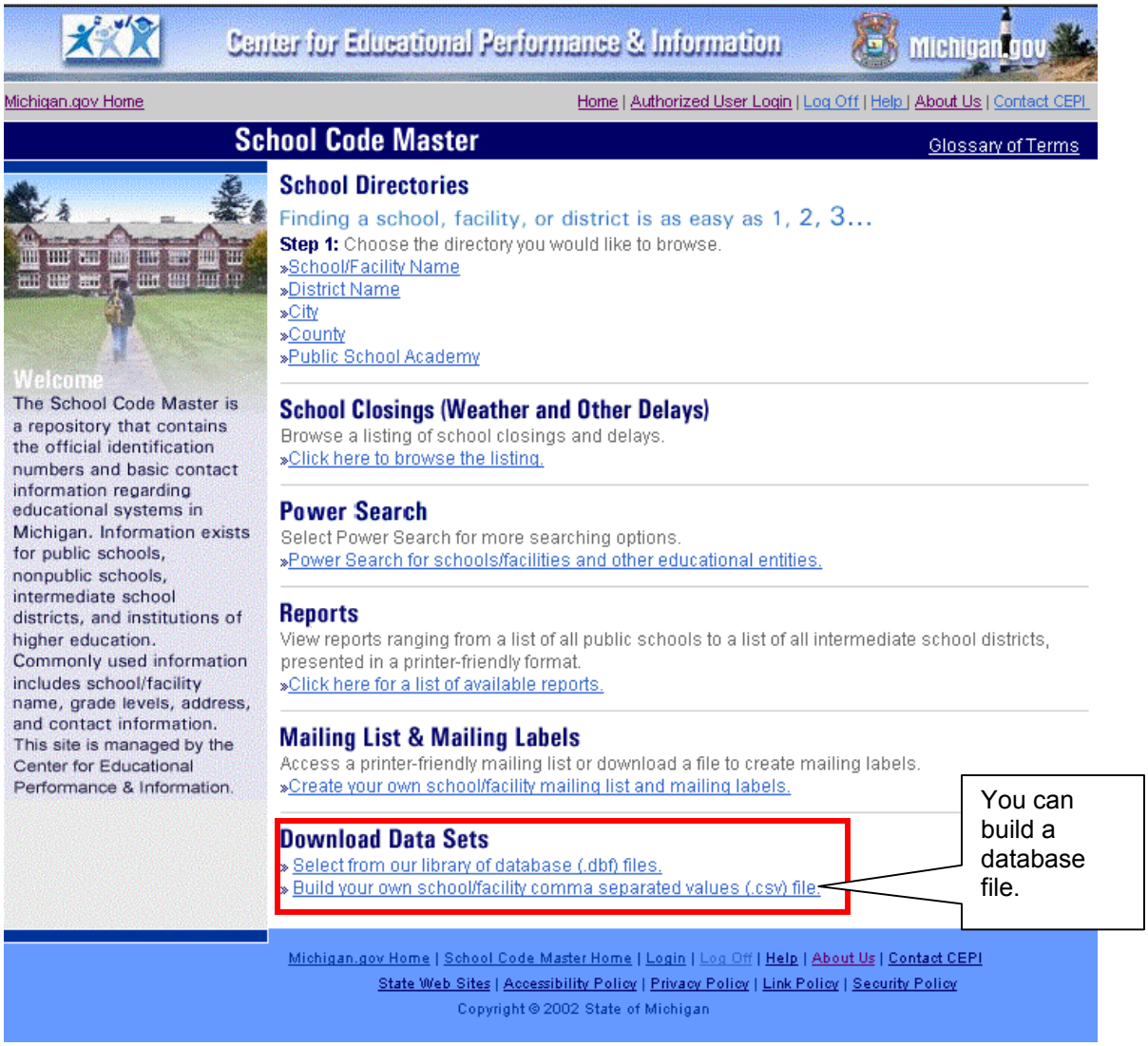
A1 = DCODE

	A	B	C	D	E	F	G	H	I
1	DCOD	BCOD	T	CH	ISD	CT	NAME	ADDR1	ADDR2
2	01010	0000	2		04	01	Alcona Community Schools	P.O. Box 249	51 N. Barlow Road
3	02010	0000	2		52	02	Autrain-Onota Public Schools	P.O. Box 105	N8790 Deerton Road
4	02020	0000	2		52	02	Burt Township School District	P.O. Box 338	27 Cowell Avenue
5	02070	0000	2		52	02	Munising Public Schools	411 Elm Avenue	411 Elm Avenue
6	02080	0000	2		52	02	Superior Central Schools	P.O. Box 148	E 2865 State Road 94
7	03010	0000	2		03	03	Plainwell Community Schools	600 School Drive	600 School Drive
8	03020	0000	2		03	03	Otsego Public Schools	313 W. Allegan Street	313 W. Allegan Street
9	03030	0000	2		03	03	Allegan Public Schools	550 Fifth Street	550 Fifth Street
10	03040	0000	2		03	03	Wayland Union Schools	835 E. Superior Street	835 E. Superior Street
11	03050	0000	2		03	03	Fennville Public Schools	P.O. Box 1	5 Memorial Drive
12	03060	0000	2		03	03	Martin Public Schools	P.O. Box 241	1619 University Street
13	03070	0000	2		03	03	Hopkins Public Schools	P.O. Box 278	400 Clark Street
14	03080	0000	2		70	03	Saugatuck Public Schools	P.O. Box 818	201 Randolph Street
15	03100	0000	2		70	03	Hamilton Community Schools	P.O. Box 300	4815 136th Avenue
16	03440	0000	2		03	03	Glenn Public School	P.O. Box 68	310 Thomas Street
17	05010	0000	2		28	05	Alba Public Schools	P.O. Box 10	5935 Elm Street
18	07020	0000	2		31	07	Baraga Area Schools	P.O. Box 428	210 Lyons Street
19	27020	0000	2		27	27	Ironwood Area Schools	650 E. Ayer Street	650 E. Ayer Street
20	34140	0000	2		34	34	Berlin Township S/D #3	6679 S. State Road	RR #4
21	65045	8886	4		72	65	Rose City Middle School	P.O. Box 407	215 W. Page Street
22	04010	0000	2		04	04	Alpena Public Schools	2373 Gordon Road	2373 Gordon Road
23	34110	0000	2		34	34	Portland Public School District	1100 Ionia Road	1100 Ionia Road
24	05035	0000	2		15	05	Central Lake Public Schools	P.O. Box 128	8190 W. State Street
25	05040	0000	2		28	05	Bellaire Public Schools	204 W. Forest Home Avenue	204 W. Forest Home Avenue
26	05060	0000	2		28	05	Elk Rapids Schools	707 E. 3rd Street	707 E. 3rd Street
27	05065	0000	2		15	05	Ellsworth Community Schools	9467 Park Street	9467 Park Street
28	05070	0000	2		28	05	Mancelona Public Schools	P.O. Box 739	112 St. Johns Street
29	06010	0000	2		09	06	Arenac Eastern School District	201 Smalley Street	201 Smalley Street
30	06020	0000	2		09	06	Au Gres-Sims School District	P.O. Box 648	310 Court Street
31	06050	0000	2		09	06	Standish-Sterling Community Scho	3789 Wyatt Road	3789 W. Wyatt Road
32	07010	0000	2		31	07	Arvon Township School District	HCR 1 Box 825	HCR 1 Box 825
33	07040	0000	2		31	07	L'Anse Area Schools	201 N. 4th Street	201 N. 4th Street
34	08010	0000	2		08	08	Delton-Kellogg School District	327 N. Grove Street	327 N. Grove Street
35	03100	8890	4		70	03	Hamilton Middle School	4845 136th Avenue	4845 136th Avenue

This screen depicts what the downloaded data set will look like when opened in Excel.

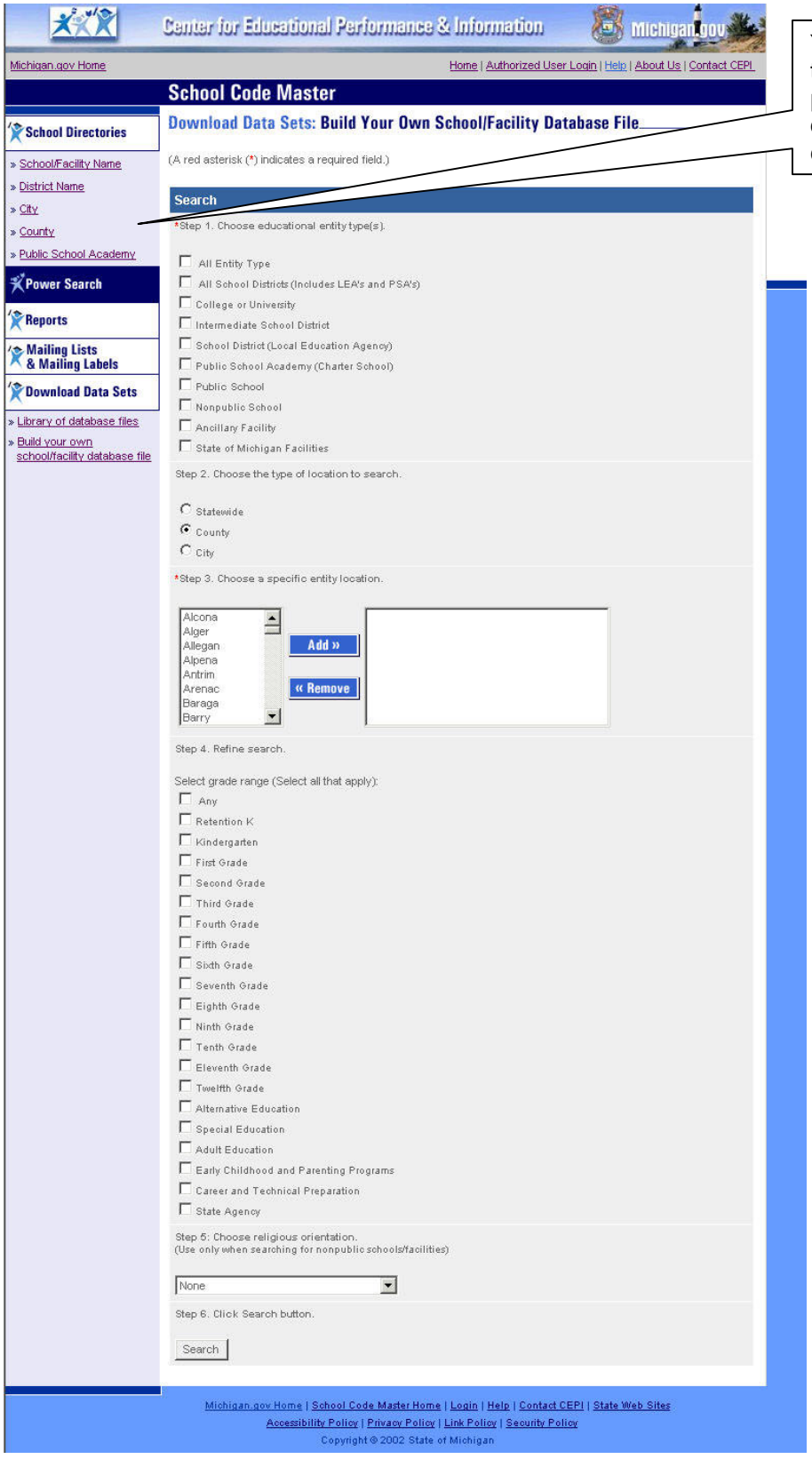
7.2 Build Your Own .csv File for Download

7.2.1 Select "Build your own" link



To build a database file, click the **Build your own school/facility database (.csv) file** link. The following screen will appear:

7.2.2 Customize file



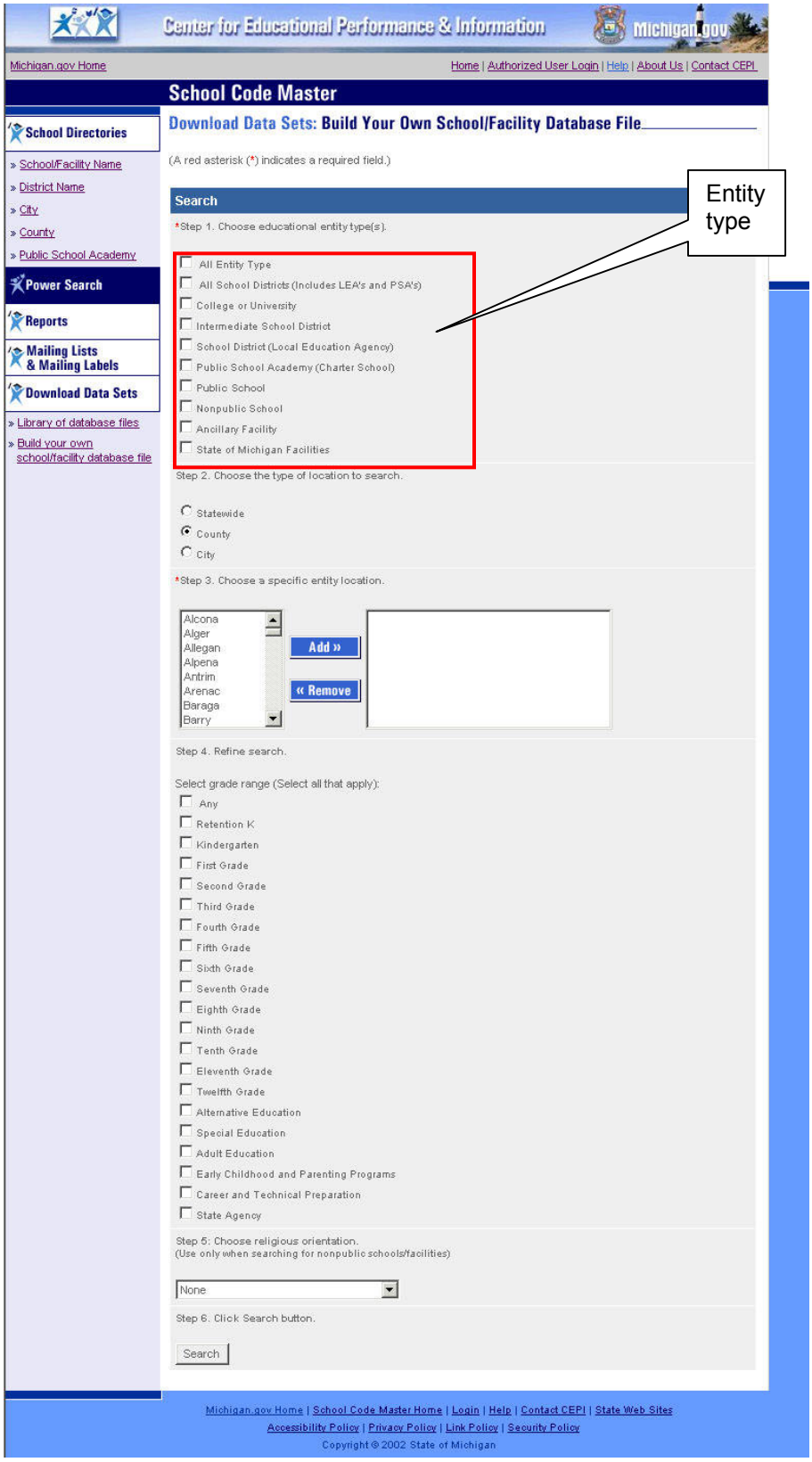
You have the option to restart the search process using different search criteria.

This page allows you to create a customized database file that you can download in .dbf file format. In order to create your customized database file, complete the following six steps:

1. Choose educational entity type(s)
2. Choose the type of location to search
3. Choose a specific entity location
4. Refine search
5. Choose religious orientation
6. Click the **Search** button

Read on to learn more about these steps.

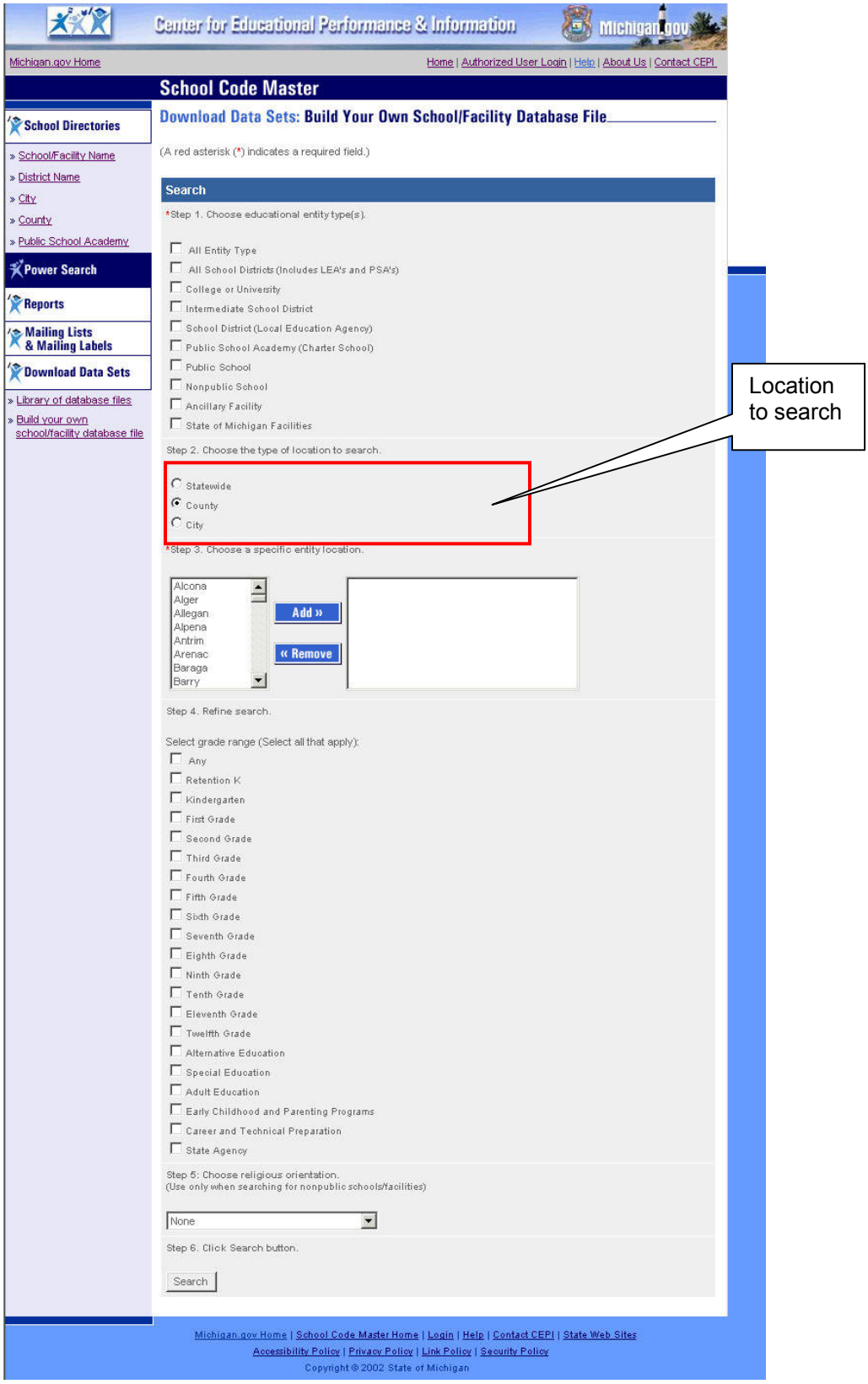
7.2.3 Step 1: Choose educational entity type(s)



This is a required step. Click the check box next to the type(s) of educational entities you would like to add to your database file. You can choose from:

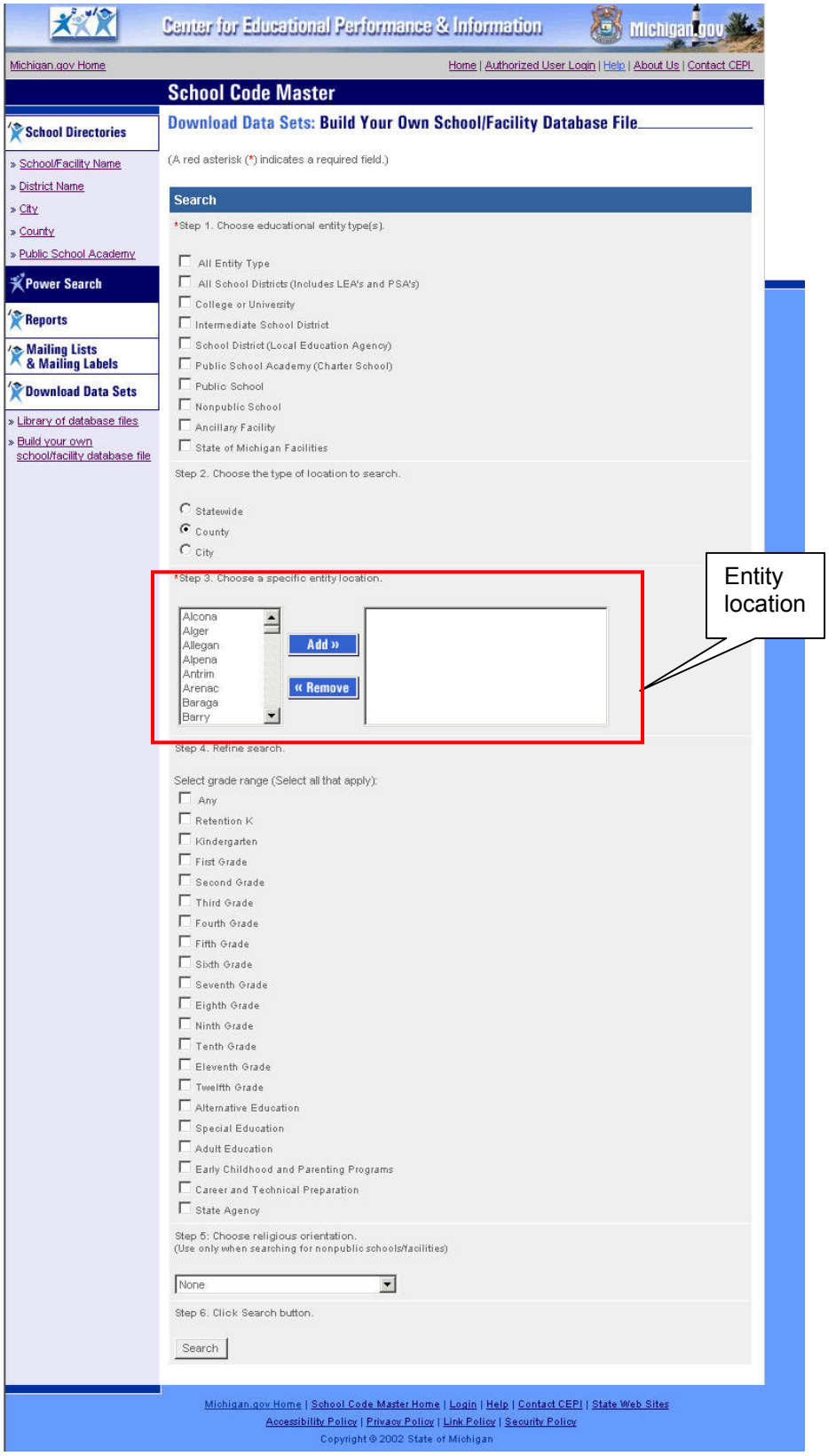
- All Entity Types
- All School Districts (includes LEAs and PSAs)
- College or University
- Intermediate School District
- School District (Local Education Agency)
- Public School Academy (District)
- Public School
- Public School Academy (School)
- Nonpublic School
- Ancillary Facility
- State of Michigan Facility
- State of Michigan District

7.2.4 Step 2: Choose the type of location to search



Where are the schools or facilities located that you would like to add to your database file? Click the circle next to the desired size of a location — throughout the state, within a specific county, or within a specific city. The location will determine your choices in step three.

7.2.5 Step 3: Choose a specific entity location



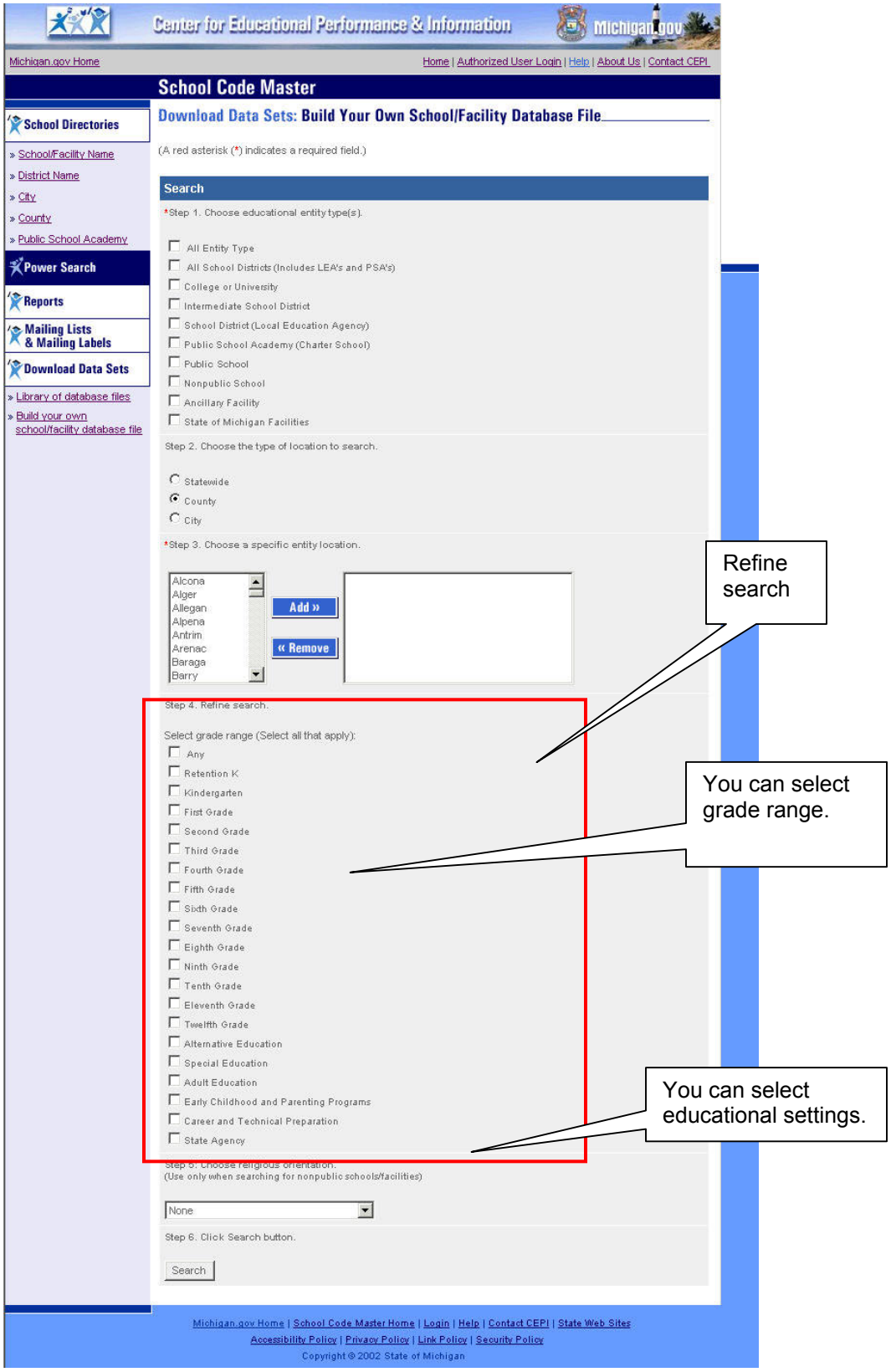
Once you select the location of the schools/facilities you want added to your database file, this menu will be filled with the names of specific counties or cities in alphabetical order. If you selected a statewide search, only the state will be named.

You can add multiple cities and multiple counties to your database file, but you cannot mix specific cities and specific counties in the same database file.

Scroll through the list of counties and cities (or the state of Michigan) and select the location you would like to add to your list. Click the name and then click the **Add** button. The name of your selected county (or city) will appear in the text box on the right. Using this method, add the desired counties (or cities) you would like to add to your database file. If you are adding entities statewide, you still need to select the state of Michigan and add it to your search.

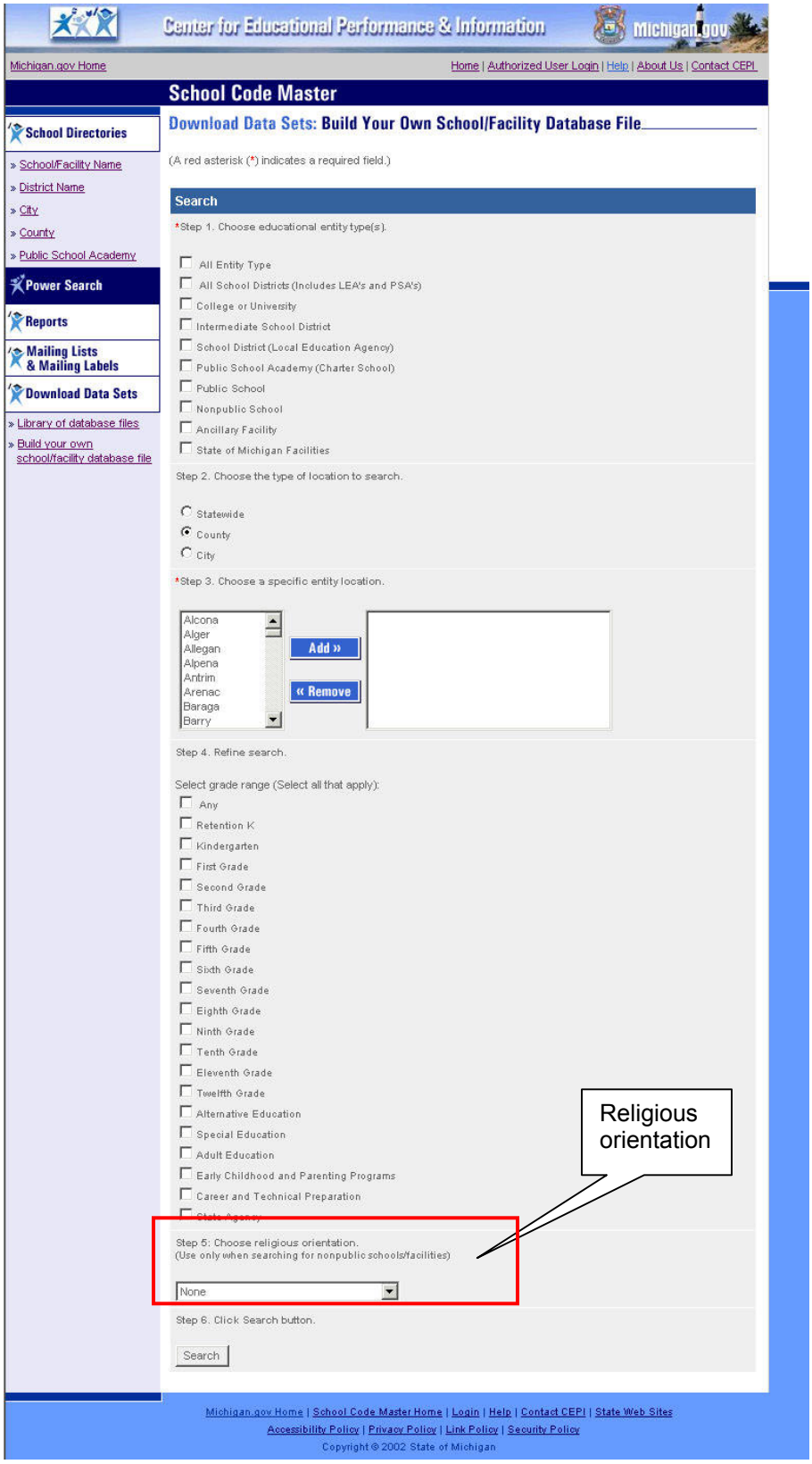
You can delete a county (or city) from the file by clicking on its name in the right text box and clicking the **Remove** button. The selected county (or city) will be removed from your mailing list.

7.2.6 Step 4: Refine search



Next, you will have the chance to refine your database file even more by selecting the grade level(s) and/or educational settings of the educational entities you are adding to the file. You can add these items to refine your database file by clicking the box just to the left of each item.

7.2.7 Step 5: Choose religious orientation

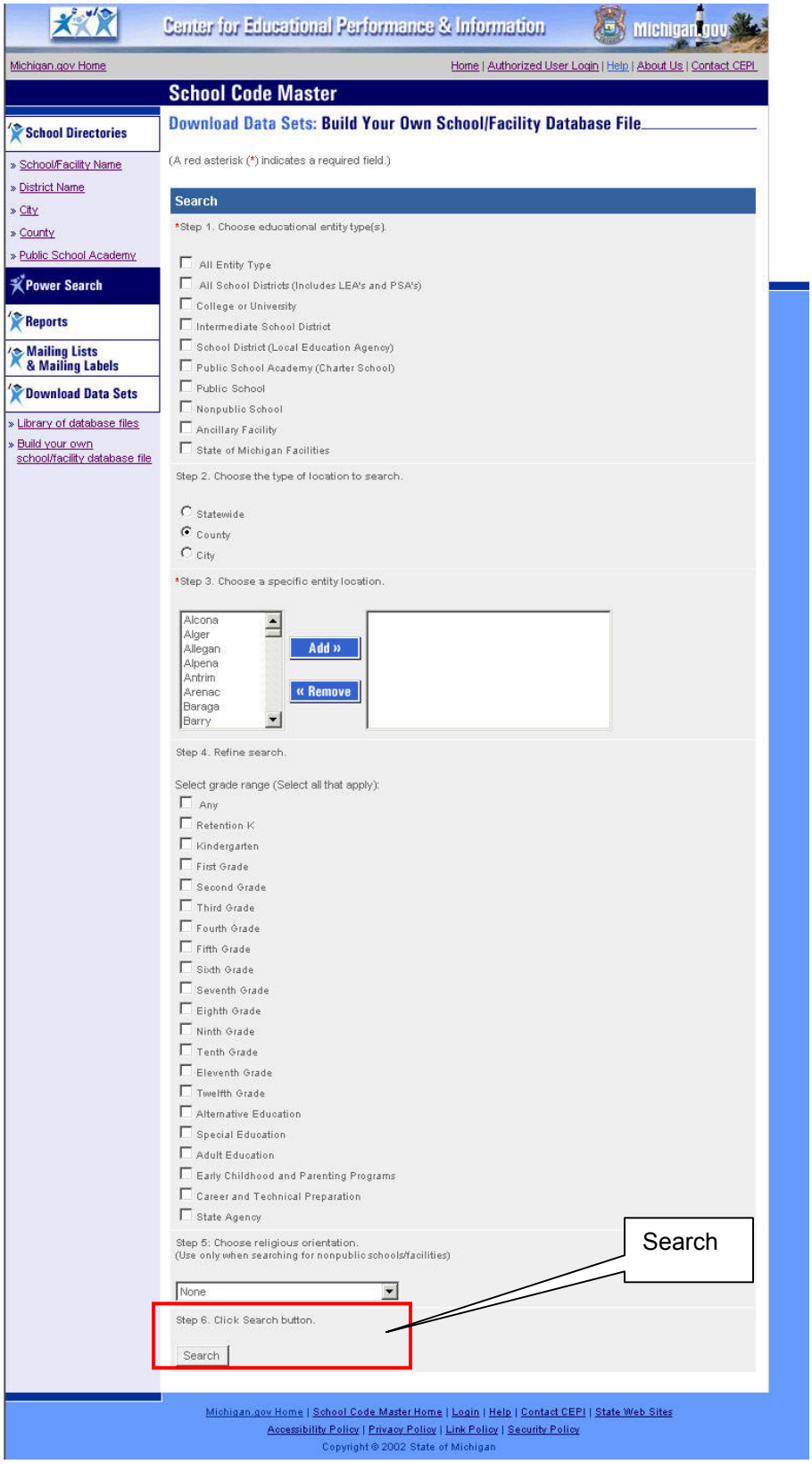


If you are creating a database file for nonpublic schools or facilities, you can choose to further refine the entries in your database file by adding a religious orientation. The default affiliation is ***does not apply***. To select a different religious orientation, you should:

- Click the arrow to bring up the drop-down menu
- Scroll down the menu until the desired religious orientation is located
- Select the desired religious orientation by clicking it

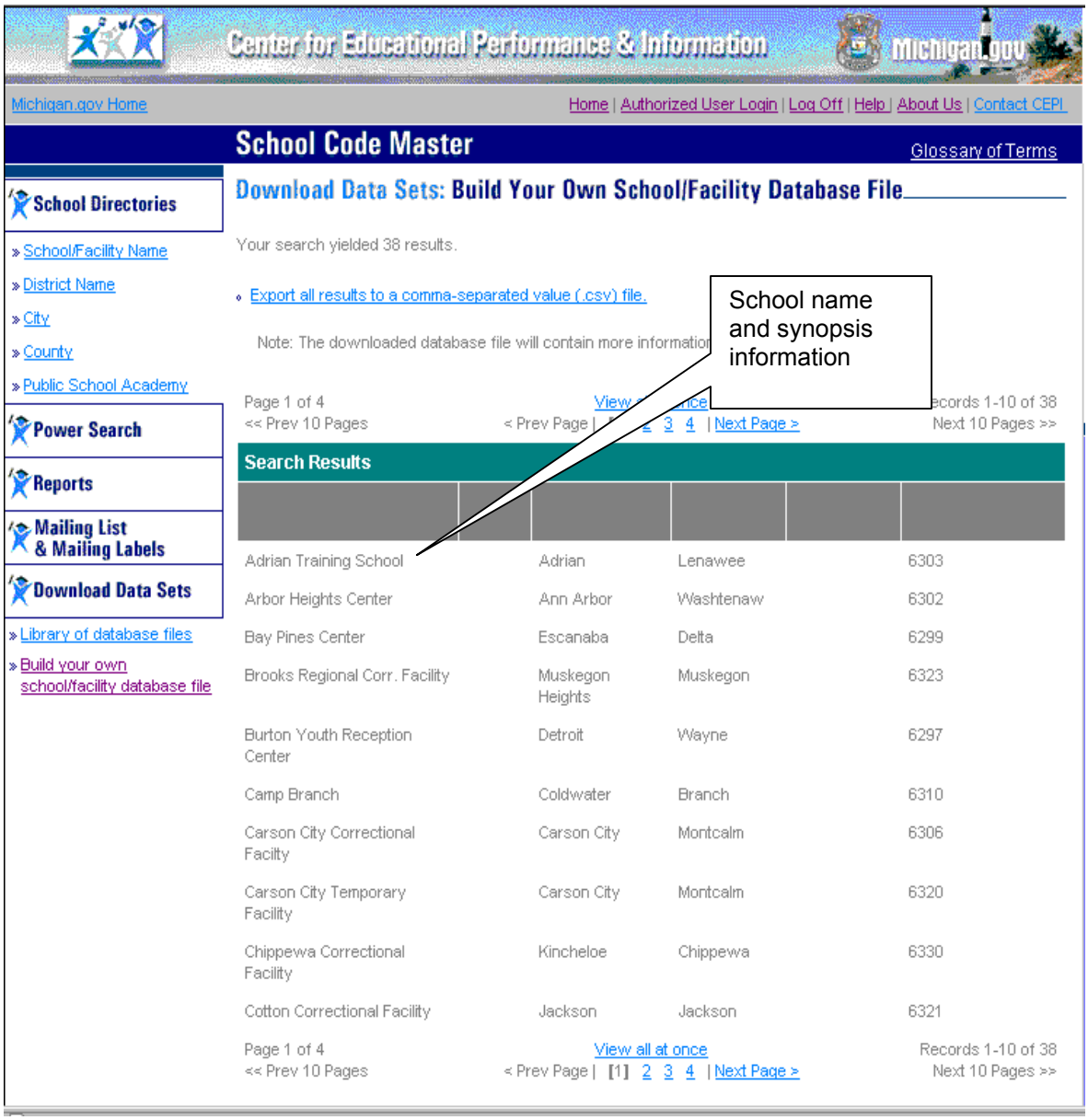
Note: There is not an option to search for <u>all</u> religious orientations at this time.

7.2.8 Step 6: Click the Search Button



The final step is also the easiest. Click the **Search** button to compile your personalized database file. Clicking **Search** will display the following screen:

7.2.9 Step 7: Build Your Own .dbf



This page displays the entries in your customized database file and allows you to download a .dbf file of your results. The results displayed allow you to see which schools/facilities are included in the database but do not contain the entirety of the data that will be available in your .dbf file. Click on the title of any school/facility to see all of the information included in the database file for that entry.

To create a downloadable .dbf file containing your customized database file, click the **Export all results to a database file (.dbf)** link.

You have a number of options for viewing the entries in your database file. Currently displayed is the first page of 10 results. Clicking on the page number links will take you to the 10 results found on that page. Click the **View all at once** link to view your database file entries in their entirety. Click the **Next Page** link to view the next 10 entries of your database file. Click the **Prev Page** link to view the previous 10 entries of your database file.